



**Eastry Church of  
England Primary School,**  
*Learning and growing, side by side, in God's Love*

# Visitor Policy

**Including Covid 19**

**November, 2021**

|                                 |  |
|---------------------------------|--|
| Policy lead                     | Sarah Moss                                   |
| Date approved by Governing Body | 16 November, 2021                            |
| Governor signature              | Teaching, Learning & Inclusion Sub-Committee |
| Date uploaded to website        | 18 November, 2021                            |
| Review date                     | November, 2022                               |

## **SCHOOL VISITOR POLICY**

This policy has been developed to ensure that the school community is aware of the conditions and procedures regarding visitors to Eastry Church of England Primary School.

- The school, as part of the wider community, seeks to provide a friendly, welcoming learning environment which values and actively promotes and encourages visitors to our school.
- At the same time, we recognise our duty of care to ensure a safe environment for our children, families and staff.
- We also recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

### **IMPLEMENTATION:**

Whilst we welcome visitors, the safety of our pupils, staff and resources remain our highest priorities. All visitors will be required to report to the School Office prior to undertaking any activity within the school, where they will be required to sign in on the IPad. They will be given a health and safety and safeguarding information leaflet and visitor badge. Similarly, visitors will be required to report to the office at the end of their visit to return their badge and to 'sign out'.

### **Visitors are defined as:**

- ALL people other than staff members, pupils and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

### **Visitors include but are not limited to:**

- Regular volunteer parents/guardians assisting and participating in regular classroom activities.
- Governors
- Clergy
- Contractors
- Supply staff
- Music teachers
- Sports Coaches
- Visiting drama/music groups
- After school club teachers/coaches
- Play and art therapists
- University/college students
- SIAMS/Ofsted Inspectors

### **Visitors and volunteers are also expected:**

- To be outstanding role models for all pupils
- To work under the professional direction of staff, following school policies
- To speak in a kind and friendly way to all pupils and staff
- To maintain confidentiality
- To report any issues of concern to teachers (and not directly intervene)
- To keep a safe and professional distance from all pupils
- Maintenance contractors will be required to present identification and complete necessary paper work in relation to the work at the school.

**Exemptions from visitor procedures**

Visitors attending large scale activities and special functions at the school e.g.: Parents Evening, Art Week Exhibitions, New Parents Open Day, will be exempt from signing in and out at the general office.

**Safeguarding concerns**

Any concerns of a child protection or safeguarding nature must be reported to the Headteacher – Sarah Moss. In her absence report your concerns to Kate Plant - Assistant Head

**Building evacuation**

All visitors must follow the evacuation plans along with the class or member of staff they are with and gather at the muster point where there will be a roll call. The muster points are at the far end of the main top playground and in the school car park, whichever is nearest.

### **School Visitors Policy during Global Pandemic**

- In line with information published by Public Health England our visitor policy and procedures are updated to reflect latest guidance on the reducing the spread of Covid-19.

#### **You are not permitted to visit Eastry Church of England Primary School if:**

- you have developed a fever (above 37.8C) or a new, continuous cough within the last seven days, or you have a change or loss to your sense of smell or taste.
- you have been contacted via the Department of Health Track, Trace and Isolate scheme and have been told to isolate.

### **PROCEDURE ON ARRIVAL**

When you arrive on site at Eastry Church of England Primary please report to the Office at the front of the school. Please stand 1m away from the main screen (our staff will stay the other side of the glass). If there is a queue please adhere to social distancing whilst you wait. In line with health advice we are instigating a policy of no handshakes. We ask that you wear a mask whilst in school unless there is a medical reason why you cannot do so.

To protect both you and our community we ask you adhere to the social distancing guidelines at all times in the building. The school administrator will ask you to sign in on the Ipad (this will then be cleaned by the office staff afterwards).

When entering the building you will be directed to sanitise or wash your hands immediately. Hand sanitizer and hand washing facilities are available throughout the building. If you cough or sneeze please do it into a tissue (these can be provided) and dispose in one of the bins in the building. If you use any school facilities (WCs, sinks, photocopiers) wash or sanitise your hands before and after use. And use an anti-bacterial wipe to clean afterwards (these are not flushable down the toilet). When visiting we ask that your interactions with pupils and staff are kept to a minimum to reduce infection.

We ask that only use the room/s that you have arranged to have access to. We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.