

# Visitors in School Policy

## St. Patrick's Primary School Pennyburn



Policy Updated September 2020 to take account of DENI Reopening Schools New School Day Guidance August 2020.

### **Context**

St. Patrick's Primary School welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

### **Rationale**

- The safety and security of all students and staff.
- The safety and security of all visitors.
- Enhancement and enrichment of the on-going curriculum through specialist expertise.
- Effective partnerships are developed with appropriate agencies which contribute to the welfare, wellbeing and learning of the school community.

### **Safeguarding Statement**

*To be read in conjunction with the School Safeguarding & Child Protection Policy.*

The health, safety and wellbeing of our children and staff is of the utmost importance to the school. The full co-operation and support of all staff is expected in implementing our Visitors in School Policy & procedures.

If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assemblies etc., permission must be obtained from the Principal, Vice Principals and/or SENCO before any agreement is made.

Speakers at assemblies or visitors to classrooms need to be agreed with the Principal or Vice Principals.

All visitors to school will be welcomed in a cordial, confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entry to the building and the Principal, Vice Principals or a member of the Senior Management Team will be informed.

All volunteer helpers and any individual employed on a short term basis to work with pupils must have an Access NI check. Visitors who are in school for a *one off* visit e.g. to talk to a class, attend an assembly, observe a lesson or tour the school do not require an Access NI check but must be accompanied by a member of staff throughout the duration of the visit.

Staff from agencies including charities coming to St. Patrick's to work with children must show proof of their Access NI check.

Staff from other outside agencies may be permitted to work alone with children. This would typically include Outreach Support Staff, Social Services, EWO, NHS staff. All ID badges must be worn.

### **Signing in Procedures**

To ensure the school meets Safeguarding and St. Patrick's Health & Safety and Security Policy requirements, it is essential that our procedures for signing in and out of the school are followed by all visitors.

Parents or visitors who have been invited to visit school as part of a scheduled Open Day, special event, Parent/Teacher meeting, scheduled performance by a class or year group, or other organised and school approved activities during off-school hours are exempt from signing-in requirements.

### **Visitors**

A visitor is defined as any person seeking entry to the school building who is not an employee of St. Patrick's or a student currently enrolled in the school.

#### General Procedures

- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear a St. Patrick's Visitor's badge or their own ID badge (approved by school staff).
- All school visitors must comply at all times with the School's policies, administrative rules and regulations.
- Any visitors on site who are not recognised or are not wearing a badge should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not wearing a badge.

**General Visitors** (e.g. volunteers, governors, work experience placements, student placements, parents etc.)

Visitors will be welcomed at Reception, asked to sign in and then issued with a Visitor's Badge. If a member of staff is expecting a visitor, it is best practice to give the office staff as much advance notice of the visit as possible to ensure there is someone in the main office expecting and waiting to greet the visitor.

Where possible, visitors will be escorted whilst on the school premises. It is expected that the relevant member of staff will collect the visitor.

When a visitor is ready to leave, it is best practice for the member of staff to escort the visitor back to the main office where the signing out process must be completed.

### **Any Performing Arts Group contracted for a performance**

The same General Visitors in School procedures are to be followed for all performing artists. The Safe Working Procedures checklist (see Appendix 1) must be followed by all staff. The school must ensure that the company has public liability insurance. At least one teacher must be present throughout the performance.

### **Any representative of a commercial organisation or a charity**

The same General Visitors in School procedures are to be followed for all commercial or charity representatives. A representative visiting the Principal or a member of staff is covered for insurance purposes. If the representative is carrying out a demonstration, the school must check to ensure that their organisation has public liability insurance. The Safe Working Procedures checklist (see Appendix 1) must be followed by all staff.

### **Contractors**

All contractors visiting the premises to undertake works will be signed in and then issued with a Visitor's Badge. Wherever possible, they will be escorted to the appropriate area by the Caretaker or another member of staff. If the school has contracted the works, the School Caretaker & Principal will check that the company has public liability insurance. If the work has been arranged by the EA then it is their responsibility to obtain insurance details.

### **Delivery/Courier Personnel**

Deliveries will be restricted to the Main Reception Area. However, if deliveries are being made further into the school building, the delivery personnel involved will have to sign in and follow the same procedures as Contractors and will be escorted around the building.

### **Confidentiality**

Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality.

## **Appendices**

### **Appendix 1**

#### Safe Working Procedures Checklist for staff organising visits from external agencies

- Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of the number, age and gender ratio of students, background, ethnicity and culture of students and any special educational needs (if applicable).
- Inform relevant people of presence and remit of visitor e.g. School Office Staff, Principal. cic
- Inform students in advance of the activity if necessary.
- Discuss and agree with Volunteers the importance of confidentiality. Explain the role of the Designated Teacher and how to pass on any concerns.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Ensure activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Students given time to reflect on what they have learned.

## **Appendix 2**

### **Covid-19**

#### **Covid-19 Risk**

*The risk of the disease being transmitted is higher the closer the contact, the greater the exposure to respiratory droplets (for example from coughing), or the longer the duration of the contact. A High Risk Contact is a person having had face-to-face contact with a Covid-19 Case within 2 metres for more than 15 minutes, or sharing a small enclosed space for a shorter period. DENI August 2020*

#### **Social Distancing for Contractors and Delivery Drivers**

Where any work is being carried out within the school setting, contractors should adhere to the principles of social distancing. If this is not possible, then consideration should be given to possible mitigation measures to minimise the closeness and duration of time that is spent within 2m and a risk assessment will be undertaken.

Where contractors are required to undertake facilities management/repair tasks in St. Patrick's, they must undertake these works in accordance with the latest regulations.

Delivery drivers will be encouraged to minimise person-to-person contact. Deliveries should be timed, where possible, to avoid drop off/pick up times. Delivery drivers will be asked to sanitise their hands before entry to the school.

Clear signage on access rules is displayed. Signage has also been displayed reminding visitors of the 2m social distancing regulation.

Given that visitors access to St. Patrick's will involve face-to-face conversation, face coverings should be worn regardless of duration unless 2m can be maintained.

#### **Outreach Support Teachers/Volunteers**

Outreach support teachers and any volunteers visiting St. Patrick's will be provided with a copy of the school's Covid-19 Policy and Procedures. They will be required to follow the procedures outlined in the policy.

A Risk Assessment will be carried out for all Outreach Support Teachers/Visitors and Volunteers to the school.

Visitors will be given a copy of St. Patrick's PS Visitor Guidelines and asked to complete a COVID-19 visitor questionnaire.

### Appendix 3

#### **St. Patrick's Primary School Visitor Guidelines**

St. Patrick's Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

St. Patrick's Primary School continues to take guidance from the Public Health Agency. Taking this into account, we are now limiting access to the site to essential visitors only.

If your visit to St. Patrick's Primary School is an essential one, we would nevertheless ask that you refrain from visiting if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- you have developed a fever (above 38C) or a new, continuous cough within the last seven days.
- anyone in your household is required to self-isolate in accordance with Government guidelines.

Along with all the members of the St. Patrick's Primary School community, any visitors to the school should wash their hands with soap and water before leaving home and once they arrive at St. Patrick's Primary School. Gel hand sanitiser will also be available on arrival and throughout your visit.

Visitors are required to leave a contact number to aid "Track & Trace".

- Face coverings must be worn in staff rooms and during adult to adult meetings lasting more than 15 minutes and by adults visiting the school site.
- Face coverings are strongly encouraged for activities that entail large numbers of staff or pupils within an enclosed space where social distancing is not possible.

The Computer Suite and Room 10 have been designated as space for meetings with essential school visitors.

Please follow the up to date PHA guidance regarding social distancing between adults and children.

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.

If you have any questions, please contact the member of staff you were due to visit.

## Appendix 4

### St. Patrick's Primary School COVID-19 Visitor Questionnaire

The safety of our pupils, staff and families remains the overriding priority of St. Patrick's Primary School. We are closely monitoring the situation with regards to the spread and infection rates of COVID-19 outbreak and will periodically update guidance based on current recommendations from the Department of Education and the Public Health Agency. Only essential visitors are permitted on site at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our pupils and staff, we are conducting a simple screening questionnaire. In addition, you will be required to sanitize your hands on entry and exit of our school building. Two metre social distancing from all staff and pupils is essential. Your participation is important to help us take precautionary measures to protect you and everyone in our school. All school visitors are expected to follow increased levels of personal hygiene – increased hand washing, reduced physical contact, 2m social distancing and wear a face covering.

Thank you for cooperation in supporting us in keeping our school community safe.

Visitor's Name:	Contact Number:
Company:	Purpose of visit:
<b>Self-Declaration by Visitor</b>	
1	Have you returned from another country within the last 14 days?  Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?  Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Have you received a notification via the Stop COVID NI contact tracing app within the last 14 days?  Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Have you experienced any of the following symptoms in the last 14 days - fever, cough, sore throat, respiratory illness, difficulty breathing or loss of taste or smell?  Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer is yes to any of these questions you will not be able to enter the school building.

Signature (visitor): \_\_\_\_\_ Date: \_\_\_\_\_

**Please note: if you plan to be onsite for consecutive days, please advise the school office immediately if your circumstances or answers to these questions change. The information collected on this form will be used solely to determine your access right to our school. If you have any questions, please let us know.**