



# VISITORS POLICY

September 2020-21

**Passmores Academy**

Part of the Passmores Co-operative Learning Community

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## **1. General Responsibility**

The academy is responsible for the health, safety, and security of visitors while on site.

## **2. Definition of a 'Visitor'**

A 'Visitor' is defined as anyone on site who is not a pupil at the academy or member of staff of that academy.

## **3. Procedure**

Visitors must 'sign in' and 'sign out' at reception to facilitate effective roll call in an emergency and must always carry an identification lanyard.

All visitors to the academy will be given appropriate fire/emergency instructions when they arrive on site, under arrangements determined by the academy.

In the event of out of hours meetings, the person organising and in control of the meeting or other activity involving the visitor will be responsible for all visitors during that time and for ensuring that the academy's security arrangements are used.

The organiser must inform the HEALTH AND SAFETY MANAGER (or the academy's Responsible Person, appointed by the Principal) via the academy's usual procedures in order that the HEALTH AND SAFETY MANAGER (or Responsible Person) can ensure that all the relevant persons are informed and the appropriate security arrangements are put in place.

All out-of-hours visitors must be accompanied upon entering and leaving the building with the exception of workmen/contractors/maintenance people who need free access to all parts of the build, and people who have signed our lettings agreement to use the premises on a regular basis.

## **4 Responsibilities**

Passmores Co-operative Learning Community is responsible for making and reviewing the policy.

The Principal is responsible for:

- Liaising with the HEALTH AND SAFETY MANAGER regarding the implementation of the policy in the academy

- Appointing the academy **Responsible Person** in liaison with the HEALTH AND SAFETY MANAGER
- Ensuring that all staff know the procedure.

The HEALTH AND SAFETY MANAGER is responsible for:

- Ensuring that appropriate security arrangements are in place
- Checking that the procedures are followed in the academy

The Passmores Co-operative Learning Community recognises the possibility that exposure to extremist influences and materials can lead to safeguarding concerns.

Under section 26 of the [Counter-Terrorism and Security Act \(HMG, 2015\)](#), schools are required, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

## 5 COVID related guidance

- Essential visitors by appointment only
- Sign in on arrival
- Wash and or sanitise hands on arrival and where appropriate during your visit as you enter each wing/area
- Carry a face covering to wear when required
- Maintain a safe distance from staff and student, ideally 2meters or 1 meter with PPE
- We have developed a clear protocol and provision in the event of staff or students presenting with symptoms including an isolation room
- We have increased sanitiser provision located on the wall in each area
- We have poster reminders around the site for all protocols
- Visitors are asked to respect all safety measures

Please refer to The Safeguarding and Child Protection Policy for further information.

This policy was approved by the Passmores Local Governing body on 22<sup>nd</sup> September 2020 and will be reviewed annually.