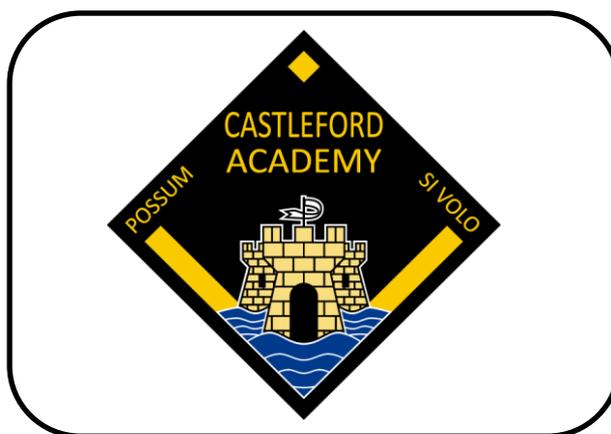




Castleford Academy



Visitors Policy

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1. Introduction

Castleford Academy assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The academy has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of all staff to ensure that this duty is uncompromised at all times.

In performing this duty, the academy recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The academy therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitors' escorted departure from the academy site.

This policy applies to:

- All staff employed by the academy and by CMAT.
- All external visitors entering the academy site during the day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists).
- All trustees and governors.
- All parents and volunteers.
- All pupils.
- All other education related personnel (e.g. Advisors, Inspectors).
- Building & Maintenance and all other independent contractors visiting the academy premises.
- Independent contractors who may transport students on minibuses or in taxis.

2. Protocol and Procedures

Visitors to the Academy

All visitors to the academy may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- All visitors must report to reception. No visitor is permitted to enter the academy via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- Visitors should not arrive without a prior appointment.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge and lanyard – the lanyard and badge must remain visible throughout their visit.
- Visitors on the approved visitor list will be given a badge with a green lanyard.
- Visitors without a DBS will be given a badge on a red lanyard and will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied.

3. Approved Visitor List

The academy will hold an approved visitor list for visitors who frequently visit the academy site to undertake work within the academy (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy of this has been registered on the academy's Central Record.



Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitor's book).

4. Visitors Departure from the Academy

On departing the academy, visitors MUST leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry.
- Return the visitors badge to reception.

5. Unknown/Uninvited Visitors to the Academy

Any visitor to the academy site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the academy site. They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The procedures under Visitors to the Academy above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly. If an unknown/uninvited visitor becomes abusive or aggressive, the lockdown procedures should be activated and the police contacted immediately.

6. Governors and Volunteers

- All governors and trustees must have a DBS.
- Governors and trustees should wear a black governor lanyard.
- Please note that governors and trustees should sign in and out using the Visitors Book.
- New governors and trustees will be made aware of this policy and familiar with its procedures as part of their induction.

7. Volunteers and work experience

New volunteers and work experience pupils will be asked to comply with this policy as part of the induction process.

8. Visitor Conduct

Staff at the academy have the right to work in a safe and respectful environment. As adults, visitors to the academy are role models for pupils. It is expected that visitors to the academy act courteously and with respect. We ask that visitors recognise that our resources are limited and we cannot arrange impromptu meetings with staff.

The academy will not tolerate shouting, abusive or aggressive behaviour. Where visitor conduct does not comply with academy expectations, visitors may be asked to leave the site. In exceptional circumstances, this may lead to a ban or police involvement.

9. Covid-19

Any visitor attending site must sign to confirm they will adhere to the academy's expectations on the visitor agreement form (appendix A).

Details of control measures relating to Covid-19 are shown in the visitor risk assessment (appendix B).



Appendix A

Visitor Agreement

Visitors are welcome at Castleford Academy. Please read and sign this agreement to confirm that you will adhere to the following:

- I am not at risk of bringing coronavirus into the school:
 - I am not displaying any coronavirus symptoms (a new continuous cough, a high temperature, or a loss or change in their sense of taste and/or smell).
 - I have not travelled from or through a country that is not exempt from the 'all but essential' travel guidance in the last 14 days.
 - I have not returned a positive test for Covid-19 and should be isolating or have been in contact with someone who has tested positive for coronavirus and should be isolating in line with government guidelines.
- The visit is essential. This applies to visitors who are essential to the health, wellbeing and safety of pupils, supply cover or visitors carrying out maintenance that cannot be completed virtually.
- I will follow the measures the school is taking to minimise the spread of coronavirus, for example:
 - Regularly wash hands thoroughly with soap and water for 20 seconds.
 - Sanitise hands regularly. Hand sanitiser dispensers are located around whole school.
 - Adhere to social distancing guidelines. Appropriate signage is displayed throughout whole school.
 - All visits are pre-arranged.
 - Face masks must be worn in Reception. (A badge/lanyard must be displayed if exempt).
- Where possible, I will maintain a distance of 2 metres from everyone else in the school. We know this is not always possible particularly when working with young children but if adults can do this, when they can, this will help. In particular, visitors should avoid close face to face contact and minimise time spent within 1 metre of anyone.
- I have signed in at Reception. This will provide contact details for the school, in case the school needs to contact them following public health advice in the event of a coronavirus outbreak within the school community.

By signing this document, I understand and agree that when visiting the school:

I confirm that I do not currently need to self-isolate, in accordance with the latest government guidance.

I will follow the school's hygiene practices (set out in the section above).

Should I experience coronavirus symptoms within 48 hours after leaving the school, I will notify the school. I will take a coronavirus test and notify the school of the result.

I understand that the school will keep these details in line with the academy's retention policy.

VISITOR'S FULL NAME	
VISITOR'S CONTACT NUMBER	
DATE OF VISIT	
PURPOSE OF VISIT	
AREAS OF SCHOOL THAT WILL BE VISITED	
VISITOR'S SIGNATURE	



Appendix B

Risk Assessment - Visitors

Risk/Concern	Persons at Risk & How	Risk Rating	Existing Controls	Further Actions	Risk Rating
Contact with COVID-19 infected individuals Transmission of the virus between individuals having contact (as defined by the Track and Trace Guidance)	Visitors Staff supervising visitors Reception staff	High	<ul style="list-style-type: none"> The use of remote and virtual meetings should take place where multiple outside agencies are involved. Where this is not possible, the number of people should be limited with notes submitted in advance. Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Inform all visitors prior to arriving on site should they display symptoms consistent with COVID-19 (new continuous cough, high temperature or change/loss to their sense of taste or smell), have returned a positive test for COVID-19, have travelled from or through a country that is not exempt from the 'all but essential' travel guidance in the last 14 days or had recent contact (48 hours) with individuals displaying symptoms or tested positive they should not attend site. A record will be kept of all visitors/contractors within the last 21 days to assist with NHS Track and Trace. Follow procedure, as stated in the full risk assessment, for isolating individuals who attend site and begin to display symptoms consistent with COVID-19. 		High
Hand Hygiene Transfer of virus through contact with skin then subsequent contact with areas such as the mouth, nose or eyes.	Visitors Staff supervising visitors Reception staff	High	<ul style="list-style-type: none"> Parents and visitors advised to make an appointment prior to arriving on site (parents and visitors will be asked to wear face coverings when they arrive at reception). A badge/lanyard must be displayed if exempt. Encourage all visitors to regularly clean hands with soap and water or hand sanitiser. Clear signage displayed in Reception. Hand sanitiser dispensers located around whole school including Reception. 		High
Respiratory Hygiene Transfer of virus when individuals cough or expel bodily fluids (e.g. sneezing)	Visitors Staff supervising visitors Reception staff	High	<ul style="list-style-type: none"> Parents and visitors advised to make an appointment prior to arriving on site (parents and visitors will be asked to wear face coverings when they arrive at reception). A badge/lanyard must be displayed if exempt. Encourage good respiratory hygiene using the 'catch it, bin it, kill it' government guidance. Clear signage displayed in Reception. Widespread provision of tissues in all areas. 		High
Cleaning Transfer of virus between individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards,	Visitors Staff supervising visitors Reception staff	High	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. A generally enhanced cleaning plan is agreed for whole school opening in Sept 20 and implemented which minimises the spread of infection – cleaning schedule from estates and facilities management currently followed: COVID-19: cleaning in non-healthcare settings – Increased capacity of day cleaning team to focus on surface around the academy during the school day and cleaning of multi-use areas and rooms used in the academy throughout the day. A coordinated cleaning plan is in place for all facilities accessed by staff and pupils following the guidance outlined in COVID-19: cleaning in non-healthcare settings – 		High



mice, toilets, hand rails)				<ul style="list-style-type: none"> Shared equipment in classrooms will be cleaned after each use E.g. Keyboards. 			
Cleaning Disposal of used cleaning products	Visitors Staff supervising visitors Reception staff			<ul style="list-style-type: none"> Lidded bins emptied on a daily basis by cleaning staff in line with government guidance. A generally enhanced cleaning plan is agreed for whole school opening in Sept 20 and implemented which minimises the spread of infection – cleaning schedule from estates and facilities management currently followed: COVID-19: cleaning in non-healthcare settings – Those staff required to wear PPE have been trained on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. – updated guidance: Additional PPE is no longer required for regular, routine cleaning operations as part of an effective hierarchy of controls. Additional PPE continues to be required for the cleaning of areas following a suspected or confirmed case of coronavirus (COVID-19). https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#main-changes-to-previous-guidance 			
Social Distancing Viral transmission via droplets	Visitors Staff supervising visitors Reception staff			<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of essential visitors (E.g. social workers). Parents and visitors advised to make an appointment prior to arriving on site (parents and visitors will be asked to wear face coverings when they arrive at reception). A badge/lanyard must be displayed if exempt. 			
Social Distancing Close proximity staff and/or students and visitors	Visitors Staff supervising visitors Reception staff			<ul style="list-style-type: none"> Maximum occupancy displayed in all staff areas. All meetings must take place in an area with an appropriate maximum capacity of the room for the size of the meeting. Ideally, adults should remain 2 metres from each other and children. We know this is not always possible particularly when working with young children but if adults can do this, when they can, this will help. In particular, visitors should avoid close face to face contact and minimise time spent within 1 metre of anyone. 			
Ventilation Poor ventilation increasing chances of individuals sharing a room contracting the virus	Visitors Staff supervising visitors Reception staff			<ul style="list-style-type: none"> The risk of air conditioning spreading Covid-19 is extremely low. Rooms with air conditioning/fans can be used: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Rooms and other areas to be well ventilated, door wedges available. 			
Maintaining Records for Track and Trace	Visitors Staff supervising visitors Reception staff			<ul style="list-style-type: none"> A record will be kept of all visitors/contractors within the last 21 days to assist with NHS Track and Trace. 			
Response to Confirmed COVID-19 Case	Visitors Staff supervising visitors Reception staff			<ul style="list-style-type: none"> A record will be kept of all visitors/contractors within the last 21 days to assist with NHS Track and Trace. Visitors displaying symptoms of Coronavirus within 48 hours of leaving site will request a test and inform the academy of the result. 			