



## ST ALOYSIUS' COLLEGE

### Visitor Policy: temporary policy during COVID-19 conditions

#### Objective

To have in place a clear protocol and procedure for the admittance of external visitors to the College which is understood by all staff, governors, visitors and parents and conforms to Safeguarding and Child Protection Policy. If you are responsible for any visitor please familiarise yourself with the Visitor Policy.

#### Introduction

St Aloysius' College welcomes parents and other visitors\* to the School. However, we also have a legitimate interest in Safeguarding and protecting the safety and welfare of our pupils and staff members. The control of visitors is a fundamental part of our safeguarding of all at the College.

**During the current COVID-19 pandemic, the priority has to be the health and safety of our pupils and staff. Having regard to the most up to date information from the Chief Medical Officer, it is necessary that the College is not open for visitors until further notice.**

- Contractors should **not** be on site except in the case of an emergency and even then, if at all possible only before or after the school day.
- Peripatetic music teachers, counsellors and volunteers are not currently present on the site in line with government guidance to reduce the potential risk of contamination by those working in a variety of settings.
- Clear guidelines have been issued for parents picking up children from the Junior School
- The only people who should be on site at present are current pupils and current staff members

**We greatly value interaction with our parent body and understand the importance of communication. However, at this time, face to face meetings are not possible. Prompt communication will be facilitated by phone or email. Any exceptions to this would need to be referred to the Head Master or CLT.**

#### **In the case of any essential visitor (for eg: emergency worker)**

Please do not enter the reception area or campus if:

You are showing any of the following symptoms:

- New continuous cough or
- Fever or
- Loss of/ change in sense of smell or taste

Sanitise your hands on entry and on leaving using the sanitiser stations at every entry point.

**Any essential visitor during this time must provide their full name, address, phone and email details which will be kept for 28 days and may be shared with NHS Test and Trace.**



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### Protocol and Procedures

**Although the College is closed to visitors, we recognise that there may be a very limited number of essential visitors and therefore protocols and procedures remain in place.**

- All members of staff are required to wear their name badges at all times.
- Any visitors are still required to report to the school reception desk and sign the Visitors' Book (kept at reception at all times). Parents and visitors should not enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- Any visitors will be required to wear an identification badge. Anyone who is not a current pupil or teacher must follow this protocol.
- Visitors 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.
- Anyone visiting the school must be accompanied at all times and have the current safety procedures against covid19 outlines
- Any visitors on site who are not recognized, or who are not appropriately badged will be politely approached and accompanied to the reception desk for registration.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher and Safeguarding Officer should be informed promptly and will consider the situation and decide if it is necessary to inform the police.
- The College reserves the right to refuse entry or terminate a visit at any time.
- Visitors when leaving, should be escorted to main reception and enter their departure time in the Visitors Record Book alongside their arrival entry.
- All pupils should be advised on stranger awareness. Pupils will be made aware of this policy and given instructions on who to contact if they see an unidentifiable person on the premises.

#### \* Definition of Visitor

A person on the College premises who is not a member of staff or a current pupil. This would include former pupils, parents, casual workers, external agencies, maintenance personnel, volunteers, guest speakers and work experience staff - this list is by no means exhaustive.

Policy Owner: Isabelle Erskine  
Policy created: May 2014

*Policy reviewed: August 2020 and adapted to include government advice due to COVID-19 by Matthew Bartlett and Isabelle Erskine*

This policy will be annually reviewed by: Isabelle Erskine