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**Visitors Policy During COVID-19 Pandemic**

The Trust has a standard visitor’s policy which should be used in all of our schools. This is available and annually updated in the Child Protection Policy (Annex13)

Visitors are welcome in our schools for essential purposes only. This may include provision of specialist services or care as well as essential maintenance. The decision about essential purposes is at the discretion of the Headteacher.

Academy Trust staff, including AIPs, and members of the LGB, are treated as staff for the purpose of this policy and will only visit one school in any 48 hour period but in addition must follow the guidelines for other visitors below.

To avoid potential embarrassment, we would like to advise all visitors that school is operating a no handshake policy due to COVID restrictions.

All visitors must:

* Make an appointment to be admitted to the school
* Not visit the school if they have any COVID symptoms
* Have a temperature check on arrival
* Wear face coverings/visors whilst on site as instructed
* Wash or sanitise their hands upon entry to the building
* Use their own pen to sign in (If school pen is used for signing in should be wiped after each use)
* Leave a contact number, email address and the name of who they are visiting for Track and Trace purposes
* If working with individual children, be in a well-ventilated space outside the classroom
* Visiting staff should be encouraged to visit only one school a day
* Peripatetic teachers visiting multiple schools or working with multiple groups should adhere to strict social distancing and/or wear a visor depending on the school’s risk assessment.

Staff welcoming visitors must:

* Wipe the Keyboard/screen used for signing in after use
* Use the Trust Visitors policy using red and green lanyards for visitors
* Quarantine Lanyards for 72 hours following use
* Inform visitors as appropriate that
	+ Face coverings should be worn on the site in all communal areas, including outside
	+ If they are attending a 1:1 meeting in a 2m socially distanced and well ventilated space, they may take off their face covering whilst in the space and settled
	+ If they cannot maintain a 2m social distance visors and/or masks should be worn depending on the activity (Headteacher discretion)
	+ If they need to observe classroom practice this should be done from the defined secure space at the door