

## Visitor Procedures – Covid 19

Effective communication between home, school and our stakeholders is essential to support the young people in our care.

With the risks arising from Covid-19 we ask that wherever possible all communication is by email or telephone call. If preferable we are happy to organise and host a video conference call using our Microsoft Teams platform.

The school reception can be contacted on 01736 363559 or email: [enquiries@humphry-davy.cornwall.sch.uk](mailto:enquiries@humphry-davy.cornwall.sch.uk)

Where there is no other option but to visit the school site we request that parents and visitors make an appointment prior to entering the school site using the number above.

Please note that all visitors to the school site will be required to wear face masks/coverings, sanitise hands upon arrival in the reception foyer, and sign in at reception.

We thank you for your compliance and understanding.

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This procedure applies to all visitors to the school site and should be read in conjunction with our School Visitors Procedure.

Safeguarding checks still apply.

For reasons of hygiene, visitors will be issued with a sticker badge rather than a lanyard.

The school site is closed to parents and visitors, unless by appointment. The main gate will remain closed and authorised visitors report to reception for authorisation and signing in before coming onto the school site. If visitors require parking on site, this should be requested in advance.

Staff wishing to invite parents or visitors to the site must only do so if the meeting/business cannot be undertaken another means (i.e. telephone / online / letter / email etc).

Any staff wishing to host/invite visitors to site must inform visitors that a track and trace system is in place, and they will be required to complete a form upon arrival. Visitors should be referred to the school website before their visit and asked to familiarise themselves with SECTION 3 of the attached form. Visitors will be advised that, should they answer 'yes' to any of these questions, they should not attend site.

All visitors will be required to complete the attached form upon arrival. If they answer 'yes' to any of the questions in Section 3, they will be asked to leave site immediately.

All visitors to site must wear a face covering which must be removed from the site at the end of the visit. Hand sanitisation will be required upon entering the reception foyer and before entering the main reception.

Regular visitors to the school site (i.e. contractors, social workers, agency workers) will be asked for copies of their risk assessments/SWP in advance). It is imperative that all visitors are booked in prior to arrival.

## Authorisation to visit site – Visitors and Contractors - Covid 19

### SECTION 1.

School/Visitor to complete this section.

Visitor's Name	
Date of Visit	
Contact Number	
Person being visited and reason for visit:	

### SECTION 2.

Procedure for visiting Site:

The school will not accept visitors without an appointment.

1. You must wear a face covering whilst on site
2. You will sanitise hands etc. in the reception foyer and comply with our procedures prior to entering the premises.
3. You must not attempt to gain entry to any other parts of the building other than those associated with the purpose of your visit and you must only use allocated welfare facilities.
4. You must adhere to social distancing, our one way system and other reasonable control measures. (our risk assessment and map of our one way system is on our website – click the 'welcome tab' and 'visitors').
5. You will remove any PPE for disposal and not leave it on the premises.

### SECTION 3.

Visitor/Contractor to complete this section on arrival at school: **Type N/A if question is not applicable to you**

Please answer yes/no for each question – provide additional information if necessary.	Yes	No
1. Have you, anyone you live with or have been in contact with during the last 7 days displayed known symptoms of Covid 19? (If yes provide details)		
2. Have you, anyone you live with or have been in contact with during the last 7 days been contacted by the track and trace service? (If yes provide details)		
3. Have you read and understood the above procedures?		

### SECTION 4.

<b>For Contractors Only</b>		
Do you have a suitable risk assessments/safe working procedures in place for visiting school sites and carrying out the task?		
Have you got necessary PPE to carry out your task safely whilst on our site and means to dispose of it on completion?		

Additional information (refer to question number): Please continue overleaf if necessary.

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Signature of visitor: \_\_\_\_\_ Date: \_\_\_\_\_

The information collected on this form will only be used to determine access to the school building. This information will be dealt with confidentially in accordance with GDPR.

Thank you for your support at this time.