

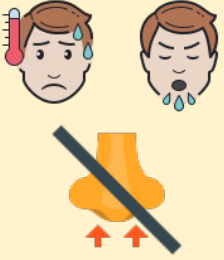





<p>Arranging a Visit</p> 	<ul style="list-style-type: none"> Contractors and other professionals must make an appointment to visit school. Exceptions are made for essential Child Protection and Safeguarding work. Appointments will enable school to manage school site, safeguarding and daily operations. Visitors without an appointment may be asked wait outside until a member of staff can accommodate or arrange a date/time to meet. Where possible this will be undertaken when pupil's learning time will be less disrupted, avoiding the start and end of the children's school day. Visits relating to the delivery and monitoring of the children's education will be scheduled so that events are well planned and not double booked. Parent/carers will attend school via invite for meetings, assemblies and events.
<p>Essential Visitors</p> 	<ul style="list-style-type: none"> The school will allow essential visitors on site for: <ul style="list-style-type: none"> School property, regular maintenance and emergencies. For teaching and learning reasons, including pastoral, health & well-being. Training that must be undertaken in person. Child Protection and Safeguarding reasons. Health and safety reasons. It is appreciated if visits can be pre-arranged, to manage school areas and protect teaching time.
<p>Covid-19 Symptoms</p> 	<ul style="list-style-type: none"> If you are not feeling well, have a high temperature and/or know that you have Covid please do not visit school: <ul style="list-style-type: none"> A high temperature – this means you feel hot to touch on your chest or back; you may also have the shivers. Covid symptoms can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/ If tested positive – children must stay away from school for at least 3 days and adults 5 days. We want you to be well enough for the visit and have an enjoyable meeting, as well as safeguard others from illness.
<p>Arrival</p> 	<ul style="list-style-type: none"> Visitors must arrive at agreed time (please contact the office if you are unable to do this). Report directly to the school office, unless other prior arrangements have been made, waiting outside until directed further. Please switch off and put away any mobile phones for safeguarding. The safeguarding expectations, Designated Safeguarding Lead leaflet and fire evacuation details will be shared with you, whilst you are being signed into the building. Share your Disclosure and Barring Service (DBS) documentation, otherwise you will be supervised on school site. Please wear a visitor badge at all times.
<p>Fire Evacuation</p> 	<ul style="list-style-type: none"> In the event of the fire alarm activation, the evacuation will be undertaken. Please leave the building at the nearest exit and meet on the school field. If you leave via the car park, please make your way to the playground gates, for registration purposes.
<p>Leaving School</p> 	<ul style="list-style-type: none"> Go straight to the office once you have finished your visit where you will be signed out. Please return your visitor badge, confidential paperwork and any other school property. Thank you for visiting our school.