

Al-Khair Prep School

Addendum to Visitors Policy and Procedures



Approved by:	GB	Date: 31/08/2020
Last reviewed on:	July 2020	Almas Iqbal
Next review due by:	Ongoing (as govt guidance changes)	GB

Policy for Visitors Covid-19 Addendum

1. Due to the COVID -19 Pandemic we are restricting visitors coming into Al Khair Prep School and therefore we require that ALL VISITORS (without exception) comply with the following addendum until further notice.

1.1 The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff and will ensure that this duty is implemented at all times in order that the security and welfare of our children is not compromised by potential visitors coming into the school.

1.2 The addendum applies to all external visitors including:

- Governors
- Parent/carers and their children if they do not attend the school *(One parent will be allowed to collect an ill child)
- Volunteers
- Other education related personnel (advisors, inspectors, health professionals etc.).
- Building and maintenance and all other independent contractors

2.0 Visitors must not arrive unannounced or invited. They will be turned away if this happens.

3.0 The school will complete a risk assessment for every visitor - Appendix 1

4.0 Pre-arrangement of visit

4.1 Correspondence in regards to the visit will be by phone or email only.

- Visitors must provide proof of identity prior to the visit via secure email or password encrypted email.
- If the visitor has not been to the school before, we will also need to have confirmation of their DBS
- Visitors must be given information about fire safety evacuation procedures following the 1-metre rule if possible.
- Visitors will be advised not to use the toilet facilities whilst at the school.
- Visitors will be asked not to attend if they have symptoms of COVID-1

5.0 On arrival

5.1 All visitors must report to the school office/ reception first and should not enter the school via any other entrance.

- Visitors must not arrive early. They must be wearing a face mask.
- Visitors must wait to be instructed by a member of office staff of the current systems in place.

- Visitors will be supplied with hand sanitising products, before entering the main building of the school.
- Visitors will not be asked to sign the electronic school's visitor register. This will be completed by office staff.
- Visitors will be provided with a disposable visitor badge.

6.0 During the visit

6.1 The visitors point of contact will be asked to come to reception to receive the visitor adhering to the 1 metre rule.

6.2 The contact will then be responsible for them whilst they are on site. The visitor must not be allowed to move about the site unaccompanied, this includes those that are registered on the Approved Visitor List to eliminate coming into contact with other people unnecessarily

6.3 All breaches of this addendum must be reported to the Head Teacher with immediate effect.

7.0 Monitoring and review

7.1 To be reviewed in accordance with Government guidance.