



7 School Rd, Finstock, Chipping Norton OX7 3BN
Tel 01993 868314 E-mail office.3040@finstock.oxon.sch.uk www.finstock.oxon.sch.uk
Miss L Dixon Headteacher

VISITORS TO SCHOOL PROCEDURE

All visitors must comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements. All staff must be aware of the processes in place to ensure the prompt acceptance, direction and safety of visitors.

COVID19 ADDITIONAL PROTOCOLS

Visits to the school have to be by pre-arranged appointments only. Where possible, all meetings will be conducted by telephone or using video conferencing. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. Visitors must report to Reception, follow the social distancing signage and clean hands with the alcohol-based sanitiser on arrival. Reception staff will greet visitors by intercom/socially distanced and visitors will be asked to confirm the purpose of their visit. Visitors are requested to arrive at the pre-arranged time as we are unable to host early arrivals in Reception. Visitors are asked to be aware that they may be asked to wait outside school until space becomes available in Reception in order to maintain social distancing. If enquiries are confidential, email correspondence should be used to preserve confidentiality using the email address: office.2304@queen-emmas.oxon.sch.uk in advance. Please note that when signing in, visitors will be required to provide their name, telephone number and email address to enable NHS Test and Trace, if necessary.

Health and Safety – Important Information for Visitors

Everyone in school will:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands
 - Clean their hands on arrival, before and after eating, and after sneezing or coughing
 - Be encouraged not to touch their mouth, eyes and nose
 - Use a tissue or elbow to cough or sneeze, and use bins for tissue waste
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- A visitor is defined as an individual who is not either an employee of The School or a student currently enrolled.
 - All visitors to the school should report to Visitor Reception, **be signed in** and given a Visitor badge that they must wear on display at all times, unless they already have a suitable photo ID such as Local Committee Volunteers or OCC employees.
 - Staff should inform Reception of expected visitors whenever possible. All visitors will be asked to verify their identity with photo ID. Staff will be asked to personally collect their visitor, unless they are a contractor with an APC (see below).
 - During the school day, parent/carers are not permitted to enter the school site without reporting to Reception and may also be required to provide evidence of identity. Parents/carers collecting students should wait outside Reception.
 - Contractors need to adhere to points above, unless they have been issued an APC (Approved Contractor Card). APCs must remain in Reception and only issued after sight of company ID. Staff do not need to collect contractors with APC. Reception staff simply to advise staff that contractor is on site. Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.
 - All visitors should be made aware of the information within the "Information for Visitors" booklet, which should be distributed as necessary, and also directed to the school Health & Safety Policy.
 - No visitor should be left with students unaccompanied by a member of staff (a parent/carer talking to their own child is acceptable).
 - If any visitor is to be regularly working with students in school, they need to go through the DBS procedure; please contact Trust HR.
 - Any visitors on site who are not appropriately badged should be politely reminded of this policy and accompanied to Reception immediately.
 - All visitors must return the Visitor's badge/APC before leaving the site. Any unreturned badges will mean that visitors will be contacted.
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The Mill Academy. Registered in England, Number 08060721. Registered Office: Church Green, Witney, Oxon OX28 4AX.



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- The School accepts that there may be occasions when special arrangements are needed to process visitors. Staff should explain the circumstances of events to Administration Officer, well in advance so that we can ensure that this policy is adhered to at all times, students are safeguarded and every individual can be accounted for in an emergency.