



Visitors and Contractors Information (G35)

Point of Contact	<ul style="list-style-type: none"> In the first instance, any school related enquiries should be directed to the Reception. Staff may only be contacted via the Reception. Visitors without a current DBS check will be escorted.
COVID-19	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. No non-essential visitors are allowed onto the school site. All visits to site are by appointment only All visitors to be made aware of site rules Staff and contractors/ visitors are to maintain a safe distance between themselves and others (2 metres). Strict hygiene rules to be implemented, all contractors/ visitors are to be asked to do the following: <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. All visitors are to be escorted The contractor to be shown to the work area/s and ideally supervised. Contractors must only access the area/s of work as shown. Contractor to request permission if access to other areas is required. All areas accessed by contractors should be thoroughly cleaned. All visitors details must be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number. These records should be kept for 21 days after the visit and stored/disposed of according to GDPR https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace
Mobile Phones	<ul style="list-style-type: none"> Please keep your mobile phone on 'silent' at all times.
Photography	<ul style="list-style-type: none"> Taking photographs is not permitted on site without the permission of the Headteacher, Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead.
Emergency Procedures	<ul style="list-style-type: none"> All contractors and visitors unfamiliar with the site should make themselves aware of the emergency exit routes nearest to where they will be working/visiting.



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On discovering a Fire	<ul style="list-style-type: none"> • Raise the alarm by shouting Fire, and break the glass in the nearest fire alarm call point. • Make your way to the assembly point, via the nearest available safe emergency exit route. • Tell a member of staff where you discovered the fire.
On hearing the Fire Alarm (a continuous sounding bell)	<ul style="list-style-type: none"> • Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). • Make your way, via the nearest available safe emergency exit route, to the outside assembly point (designated by a sign with a white tick on a green background). • Do not re-enter the building until told it is safe to do so by the 'Duty Officer' or the 'Officer of the Watch' (Fire Brigade). • In the event of an unplanned evacuation, fire safety must take priority over social distancing.
First Aid	<ul style="list-style-type: none"> • All accidents, whether or not they require treatment, should be reported to the Reception so that a qualified First Aider can assess any injuries if necessary. • Reception will call the emergency services if required. • It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances. • Wash hands and ensure the affected area is cleaned upon completion
Asbestos Register	<ul style="list-style-type: none"> • This site has had an Asbestos Survey and the results are recorded in the Asbestos Register (any buildings built after 2000 will show 'no recorded asbestos in this building'). • Contractors must be aware of this Register, and sign to say that they have read it before they will be allowed to carry out any works.
Hot Works	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • Any "Hot Works" shall follow recommended documented procedures and forms for completion are held in the Admin. Office.
Smoking	<ul style="list-style-type: none"> • This school is a NO SMOKING area. Any person caught in breach of this rule will be cautioned and failure to comply may result in the person being escorted off the premises.



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Behaviour of visitors/contractors	<ul style="list-style-type: none"> When on-site, all persons are expected to behave in a responsible manner, to not endanger themselves or others, and to follow procedures identified in this document. At all times visitors shall wear, in full view, some form of identification. If unable to do so, one will be provided. A visitor's badge, information card and any keys issued must be returned when leaving site. Documented 'safe working' procedures are required, (Council or contractors own) and these shall be followed at all times. No tools or equipment shall be left unattended at any time. All visitors shall dress appropriately whilst on site. Visitors must only use the agreed designated areas.
Parking on site	<ul style="list-style-type: none"> We ask that all visitors to the site are considerate when parking and that designated disabled spaces are left for those persons that require them.

Any volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects that abuse or extremism and radicalisation, or female genital mutilation (FGM) may have occurred must report it immediately to the Designated Safeguarding Lead or in their absence, the Deputy Designated Safeguarding Lead. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff. There is a mandatory reporting requirement for health, teaching, and social care professionals to report cases of FGM to the police.

Thank you for your co-operation

Keeping Children Safe in Education

All staff with the icollege understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Change Record					
Version Number	Date Approved	Management Com Minute Reference	Description of Amendments	Monitoring of policy	Date
V3	30.11.17	MC minutes 30.11.17	Adapted from PRU version created 2009	H&S Co ordinator	Nov 2017
V4			Updated to include The Pod	icollege	Feb 2020
V5			COVID-19: safety measures	H&S Co ord	11.07.20

Approved by: Review due:	icollege
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