

Visitor Signing in Checklist

- Due to COVID 19 only essential visitors are permitted to the site, of which where possible, prior agreement must be made, in order to keep numbers to a minimum.
- Visitors should be reminded to arrive at their agreed time, to avoid unnecessary personal waiting in reception.
- All agreed visitors must adhere to the Academy social distancing and hand sanitising rules. Hand Sanitiser should be used on arrival at the reception and regularly throughout their visitor along with regular hand washing.
- Any visitors requiring PPE whilst on site, must inform reception prior to their visit, although face Masks will be available at the reception Hand Sanitising unit.
- Visitors may be required to have a lateral flow test prior to coming into the academy building. Any visitor requiring this will be notified prior to their visit and be expected to wait in their car for 30 minutes until we have the results.
- Visitors are not permitted to attend the site if they have Symptoms of coronavirus (COVID-19) or have someone in their household who are unwell or through track and trace have been asked to self-isolate.
- Visitors will be asked their name and photographic ID in order to be signed into the site, as part of our Safeguarding policy.
- Visitors will be required to leave their telephone number and email address in line with Track and Trace, this information will be destroyed after 21 days

- **Visitors are encouraged to use wipes prior to signing into the IPad and after use.**
- **If visitors are parking on site, they will be required to supply their registration plate on arrival.**
- **All visitors will receive a safeguarding leaflet (they must confirm receipt of this on the signing in IPad station)**
- **All visitors are reminded to wear their lanyard and have it on show at all times (this is also stated in the safeguarding leaflet) If a Red lanyard is issued, visitors must be accompanied at all times**
- **Ensure visitors know not to use their mobile phone on site (this is also stated in the safeguarding leaflet)**
- **Ensure visitors know the contact details for the safeguarding team are on the back of the safeguarding leaflet**
- **Visitors will be advised we are not expecting any fire drills, should the alarm sound please ensure you follow guidance from the person you are with and the fire evacuation posters in the area you are based.**
- **Visitors must keep their movements around the Academy site to an absolute minimum.**
- **Visitors are permitted to use the Reception toilet and this will be cleaned periodically by the reactive cleaners throughout the day. It is not recommended that Staff use these toilets at the current time.**
- **Taxi drivers should stay with their vehicles, although they are permitted to use the Reception toilet due to the distance they have travelled.**