

# 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 personnel 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 are required to have a lateral flow test prior to coming into the academy building. Visitors will be emailed a copy of the Visitor protocol with information regarding lateral flow testing.
- 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.
- Once reception are made aware of a visitor, they will pre-book them into the Invenry system and this will send them, via email, a copy of the Safeguarding policy and visitor protocol.

- **Visitors will be asked their name and photographic ID in order to be signed into the site, as part of our Safeguarding policy. The Inventory system will hold their contact details (name and mobile number/email address) for 21 days, in line with the data protection policy.**
- **Visitors are encouraged to use wipes prior to using the Inventory system and after use.**
- **If visitors are parking on site, they will be required to supply their registration plate on arrival.**
- **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.**