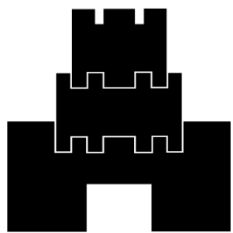


Reference:	Approved by:	Date:	Review:



Launceston College

A Multi Academy Trust

VISITOR POLICY

Bideford College

Updated on: 29th January 2021

Review by:

Reference:	Approved by:	Date:	Review:

LAUNCESTON COLLEGE MAT VISITOR PROCEDURE

COVID 19 APPENDIX – January 2021

During this time we would like to discourage visitors to the college site unless completely necessary. Meetings which can be held over the telephone or online should continue to take place in this way.

There may be instances where it is necessary for visitors to come into college to meet with staff or students face to face. In these instances, the following protocol must be adhered to;

- An appointment must be booked in advance to ensure there is an appropriate space in school for the meeting to take place.
- Bideford College has a QR code displayed in reception to assist with the NHS Test and Trace strategy and visitors are encouraged to use this when visiting.
- Visitors should also sign in by giving their name and other information to the receptionist to record on the signing in sheets. This information should include a phone number to be recorded for Test and Trace purposes.
- All visitors to college should sign out via reception so the number of people on site is known at all times.
- **ALL** visitors must wait in reception to be taken to the meeting location by a member of college staff.
- There will be a maximum capacity for visitors in reception and this will be displayed clearly at the entrance. If reception is at capacity visitors will be asked to wait outside.
- All visitors to the college reception should wear a mask or face covering.
- Visitors should not be in reception at the start and end of the college day as this will be used by students as an entrance and exit point.
- The number of people attending should be kept to a minimum and should not consist of more than 6 people.
- If the meeting requires parents to be present we ask that only one parent attends, unless deemed appropriate for both to attend. This will be at the discretion of the academy leadership team.
- The meeting space must be sanitized after use, paying particular attention to surfaces people have come into contact with.
- Reception to be cleaned on a regular basis during the day.
- Students will wash their hands before and after the meeting.
- Social distancing should be observed at all times before, during and after the meeting.

Reference:	Approved by:	Date:	Review:

All visitors to Bideford College are expected to sign in, on arrival, at the main reception and wear a lanyard that identifies them for the duration of their visit. There are three options for visitors, please see below for information:

ALL MEMBERS OF THE MAT STAFF do not need to be treated as a visitor within the other schools as long as the member of staff is wearing their current photo lanyard. However, they will be expected to sign in at main reception of the visiting school.

School	General Visitor	Staff Visitor	College Volunteer/Governor
Bideford College	Red	Green	Black

GENERAL VISITOR –

This includes all parents, carers and general visitors.

Please sign in at the main college reception, where you will receive a visitor pass that you must wear during your visit, and a safeguarding leaflet that you must read carefully. You will then be greeted by the person who you are expecting to see.

Please note – as a very busy working environment, that works around a teaching timetable, please ensure that you book an appointment in advance. Please do not expect to be seen without an appointment.

STAFF VISITOR -

This includes individuals who visit the college regularly and who are on our single central record, for example named peripatetic music teachers, pastoral agency workers and contract workers.

These individuals have either had a DBS through us or their own agency/company from which we have received a letter of assurance. **A staff visitor cannot take responsibility of a visitor on their visit unless prior permission has been given by the Executive Principal.**

Please sign in at the main college reception and ensure that you are wearing your staff visitor lanyard and photo ID badge. If you do not have your staff visitor lanyard and photo ID badge on you, please follow the instructions for a ‘general visitor’ above.

COLLEGE VOLUNTEER / GOVERNOR –

This includes individuals who are on our single central record and have gone through our own vetting and DBS checks.

Please sign in at the main college reception and ensure that you are wearing your volunteer/governor visitor lanyard and photo ID badge. You will then be greeted by the person

Reference:	Approved by:	Date:	Review:

who you are expecting to see. If you do not have your volunteer/governor lanyard and photo ID badge on you, please follow the instructions for a 'general visitor' above