



**Minerva**  
Learning Trust

## **Trust Visitor Protocol to Schools and Establishments**

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## **1.0 Changes made to this edition**

First edition.

## **2.0 Introduction**

The following document outlines Minerva Learning Trust's policy for visitors to school/establishment site and to all other Minerva Learning Trust premises during the Covid-19 pandemic. The protocols set out in this document should be implemented in all establishments and shared with all staff. The guidance in section 3.0, 4.0 and 5.0 should be followed for visits by parents/carers.

## **3.0 External visitors**

It is important to ensure that schools/establishments limit the number of external visitors where possible.

External visits should be carefully planned in advance so that agreed protocols can be shared and understood before the visit.

It is essential that the school/establishment reception is informed of any planned visits so that appropriate protocols can be followed and explained to visitors.

All visits should be brief and for the purpose intended only, social distancing of more than 2 metres should be adhered to at all times.

The arrival and leave time should be agreed in advance and adhered to at all times.

Visitors should wear a face covering at all times unless expressly agreed by the Headteacher/CEO and social distancing of more than 2 metres can be maintained.

Visitors must adhere to all other protective measures in place on site.

## **4.0 Planned visits**

Reception staff should be informed of the purpose of the visit, the name of the visitor, the time of their planned arrival and the estimated duration of the visit.

A copy of these protocols should be emailed to the visitor in advance if possible, or explained upon arrival.

The visitor protocols must be followed at all times.

## **5.0 Unplanned visits**

As outlined above, visits should be planned ahead but there are circumstances where visitors arrive at school/establishment without pre-arranging their visit.

In this case, careful consideration should take place to determine whether the visit can go ahead.

The Headteacher (or designated person) should consider the reason for the visit and whether the visit can proceed safely. This will take in to account the people involved in the visit (staff, students, parents and external people).

If a meeting involving a number of people is required, a virtual platform should be considered for some or all of the participants. If this is not possible, due to the urgent and important nature of the meeting, then an adequately sized and well ventilated room should be booked for the meeting, within which, strict social distancing can be adhered to.

The school/establishment reserves the right to refuse entry to the school/establishment at any time if the visit cannot be accommodated.

If the visit is agreed, the visitor protocols must be followed at all times.

## **6.0 Agency staff (includes supply teachers)**

Supply teachers or other agency workers are always booked in advance. This would usually be booked by the person who arranges cover or the Headteacher. It is essential that reception staff are notified of the booking.

All agency workers must follow the standard visitor protocols at all times.

Day to day supply or agency staff will sign in and out each day.

Long term agency staff may retain their lanyard and ID badge for the duration of their assignment.

## **7.0 Central Team or other shared Trust staff**

Members of the central team and other staff will aim to limit visits to school/establishments where possible, outside of their scheduled working day in that school/establishment. Virtual meetings will be considered and utilised wherever possible.

If a visit to a school/establishment is approved, strict protocols must be followed in school/establishment in line with the school/establishment's visitor protocols.

Central team and shared staff will wear face coverings at all times, the face covering may only be removed if the Headteacher/CEO deems that it is safe to do so within the school/establishment risk assessment and protocols.

Visits to more than one school/establishment in a single day must be avoided.

## 8.0 Governor visits

Calendared Trust Board and Local Governing Body meetings should continue to take place virtually and in line the Trust's Governance protocols 2020-21.

Face to face school site visits may be deemed necessary in order to conduct essential Staff Disciplinary and Student Disciplinary Panels; such as a Permanent Exclusion Hearing. These should only take place following approval by the Headteacher/CEO.

If a visit to a school/establishment is approved, strict protocols must be followed in school/establishment in line with the school/establishment's visitor protocols.

Trustees and Governors, and any additional visitors attending for the panel, will wear face coverings at all times. The face covering may only be removed if the Headteacher/CEO deems that it is safe to do so within the school/establishment risk assessment and protocols.

Visits to more than one school/establishment in a single day must be avoided.

## 9.0 Protocol for permitting visitors to enter school/establishment

This is an enhancement of the standard visitor procedure to reduce and mitigate risks related to Covid-19 transmission. All usual visitor procedures and safeguarding procedures remain unchanged.

Visitors must agree to the visitor procedures before they are permitted entry to the school/establishment.

All schools/establishments must have a laminated poster in reception entitled 'Visitor procedures in school/establishment'. All visitors will be required to read the document and indicate to the reception staff that they have understood the content.

Visitors will be required to wear a face covering at all times, the face covering may only be removed if the Headteacher/CEO deems that it is safe to do so within the school/establishment risk assessment and protocols. Visitors must adhere to all other protective measures in place on site.

Headteachers must ensure that the following protocols and procedures are developed;

- Laminated poster in reception area 'Visitor Procedures in our School/Establishment' – see Appendix 1
- Visitors are required to sanitise their hands and read the laminated sheet
- If the school/establishment has an electronic signing in procedure, the screen should be cleaned after every use.
- A procedure for sanitising, holding, issuing and returning visitor lanyards should be agreed within school/establishment.
- A procedure for cleaning and sanitising rooms, facilities and surfaces used by the visitor must be prioritised.
- All visitors to school/establishment should have a point of contact throughout their visit to raise any comments or concerns and to keep a track of what rooms were visited and potential contacts during the visit.

- All staff should be aware of the protocols for visitors and remain vigilant at all times.
- Any breach of the visitor protocols should be reported to reception immediately.

## 10.0 Exemptions from wearing face coverings

Face coverings are required to be worn by visitors at all times within corridors and any communal areas where social distancing of more than 2 metres is not possible.

Some exemptions apply in education settings, including for staff providing specialist interventions and therapies, Headteachers must assess the risks whilst also being sensitive to the needs of those students.

**Visitors who are speaking to or aiding someone who relies on lip reading, clear sound or facial expressions to communicate are exempt from wearing a face covering. This is outlined within the Government guidance 'Face coverings in education' published 26 August 2020.**

Where the need for face to face contact is deemed to be essential, the following protocols should be followed;

- A suitable face covering must be worn by the visitor at all times within the reception area and when moving around the school/establishment building.
- The face covering may only be removed at the allocated time and in the allocated place as determined by the Headteacher/CEO.
- The visitor must remain more than 2 metres from adults and students at all times within school/establishment.
- Where possible, the visitor should be seated in a well-ventilated room with more than 2 metres between them and the student when the face covering is removed.
- Where more than 2 metres social distance is not possible, the Headteacher or SENDCo will assess the circumstances and the needs of the student. This will take in to account the number of other students that the visitor is working with and the impact on bubbles if a positive case was detected.
- The Headteacher/CEO may consider alternatives, such as a Perspex screen or other protective measures.

## **Appendix 1 - Visitor Procedures in our School/Establishment**

In line with Covid-19 guidelines, all visitors to our school/establishment are kindly asked to follow the protocol below in order to ensure their own safety and that of others.

- Sanitise hands on arrival and exit to the school/establishment.
- Sign in and out using the electronic sign in system or paper system provided.
- Wear a face covering at all times when in communal areas. This may only be removed in areas when informed by a member of staff that it is safe to do so.
- Keep travel through communal areas to a minimum and, where possible, avoid times when corridors and spaces are being used by students/groups of people.
- Keep the number of contacts to a minimum and stay with the allocated point of contact, wherever possible.
- Maintain social distancing at all times – more than 2 metres from other people.
- Sanitise hands on exit from any room used.
- Adhere to all other protective measures in place in the establishment e.g. one way systems.