



**N.B. ALL staff and visitors must have their temperature taken upon arrival**

**This protocol applies to visitors such as:**

- Parents of pupils.
- Contractors who visit the school occasionally (e.g. termly meeting).
- Occasional visiting staff such as once fortnightly specialist language teachers.
- Visitors for meetings within school.
- Delivery drivers who need to enter into circulation within the School, for example to use a toilet or to take an item to its final location, further inside the School.

**Premise behind the need to visit**

- a. All meetings must be booked in advance. If an emergency, please refer to b. below.
- b. The preference is for meetings to take place over the phone or by video. During any National Lockdown and/or when the School is in a Tier 2, 3 or 4 area, great care will be taken to ensure that only visitors deemed to be absolutely essential to the School/School Community will be permitted to come on to site.
- c. **ALL VISITORS WILL WEAR A MASK WHILST ON SITE.** This starts once visitors have left their vehicle and lasts until they are either in a room where they can socially distance at 2 metres, OR once they are back in their vehicle again after the meeting. Please note that during the National Lockdown/Tier 2, 3 or 4, staff and Senior School pupils are also required to wear a mask unless able to social distance to 2 metres, or they are in a lesson.

### **Visitors Protocol for persons parking in the Main Car Park and entering the School through Pupil Services**

1. Park in the main car park.
2. Put on a face covering and walk to Pupil Services Reception.
3. At the Pupil Services entrance foyer, sanitise hands.
4. Press the bell to alert Pupil Services and they will let you into School (providing you have sanitised your hands and are wearing a face covering)
5. Move to the table to the left of the door you enter through and prepare to take your temperature.
6. Take your temperature:
  - Press the trigger on the thermo-scanner once to turn it on.
  - Hold the thermo-scanner approximately a finger length from forehead and press the trigger again.
  - Read the temperature and if it is below 37.8°C, continue to the bullet point below. If it is reading 37.8 °C or higher, please leave site immediately.
  - Spray the blue towel with Legion spray and then wipe the thermo-scanner, being careful not to touch the scanner with your hand after wiping. Place the blue towel in the bin provided. Please do not spray the thermo-scanner.
  - Now complete the temperature log.
7. Sign in at the entrance desk and wait at Pupil Services until you are collected and then continue to wear your mask until you reach your destination room. If you are able to sit at 2 metres distance from other persons, you may remove your mask. If you are unable to sit at 2 metres distance, please keep your mask on.



8. Once the meeting/task has finished, please put your mask back on (if you had removed it) and return to Pupil Services. Sign out and leave the premises. You may remove your mask once you are back in your vehicle.

### **Visitors Protocol for Visitors parking at North Brink and entering into Harecroft House**

1. Come to the North Brink security gate and press the call button on the keypad.
2. The gate will open and you should then park in any of the first parking spaces, just past the gate.
3. Put on a face covering and wait for a staff member to meet you.
4. With the staff member but being careful to keep to a 2m distance, move to the temperature screening station and then sanitise your hands.
5. Take your temperature:
  - Press the trigger on the thermo-scanner once to turn it on.
  - Hold the thermo-scanner approximately a finger length from forehead and press the trigger again.
  - Read the temperature and if it is below 37.8°C, continue to the bullet point below. If it is reading 37.8 °C or higher, please leave site immediately.
  - Spray the blue towel with Legion spray and then wipe the thermo-scanner, being careful not to touch the scanner with your hand after wiping. Place the blue towel in the bin provided. Please do not spray the thermo-scanner.
  - Now complete the temperature log.
6. Sign in at the Visitor's book and continue to wear your mask until you reach your destination room. You may also be signed in by the staff member accompanying you, if preferred. If you are able to sit at 2 metres distance from other persons, you may remove your mask. If you are unable to sit at 2 metres distance, please keep your mask on.
7. Once the meeting/task has finished, please put your mask back on (if you had removed it), sign out and return to your vehicle. You may remove your mask once you are back in your vehicle.