**Addendum Visiting Speakers policy**

## APPENDIX 1

**MOBILE PHONES, TABLETS & CAMERAS – REFUSAL DISCLAIMER**

I confirm that I am declining to leave my device in the designated locker or with the school office. I accept that I may be requested to show a member of staff photographs stored on my device to ensure and protect the safety of the children at the school, and will agree to this.

I confirm that I will not take any photographs of children whilst on the premises.

I confirm that I will only use my mobile device in designated areas of the school unless I need to use it in the capacity of my business at the school.

**Signature: …………………………………. Print Name:……………………………**

**Company: ………………………………… Date:……………………………………**

**APPENDIX 2 - APPROVED VISITOR LIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **COMPANY** | **DBS CHECK PERFORMED BY** | **DBS CERTIFICATE NUMBER AND DATE** | **DBS DETAILS - ENHANCED/ CHECK OF CHILDREN’S**  **BARRED LIST** | **VERIFYING MEMBER OF STAFF IN SCHOOL** | **PHOTOGRAPHIC ID SEEN AND DATE OF VERIFICATION** |
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**Evergreen Primary School Policy for Visitors Covid-19 Addendum**

Due to the COVID -19 Pandemic we are restricting visitors coming into Evergreen Primary school and therefore we require that ALL VISITORS (without exception) comply with the following addendum until further notice.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff and will ensure that this duty is implemented at all times in order that the security and welfare of our pupils is not compromised by potential visitors coming into the school and increasing the risk of possible transmission of COVID-19.

The addendum applies to all external visitors including:

* Parent/carers and their children if they do not attend the school \*(One parent will be allowed to collect an ill child)
* Volunteers
* Other Education related personnel
* Building and maintenance and all other independent contractors

***Visitors must not arrive unannounced or invited. They will be turned away if this happens.***

The school will complete a risk assessment for every visitor – Appendix 2 and in line with current visiting speakers policy for vetting requirements.

**Pre-arrangement of visit**

* Correspondence in regards to the visit will be by phone or email only.
* Visitors must provide proof of identity prior to the visit via secure email or password encrypted email.
* If the visitor has not been to the school before, we will also need to have confirmation of their DBS
* Visitors must be given information about fire safety evacuation procedures following the 1-2-metre rule if possible.
* Visitors will be advised not to use the toilet facilities whilst at the school.
* Visitors will be asked not to attend if they have symptoms of COVID-19.

**On arrival**

* ***All*** visitors must report to the school office/ reception first and should not enter the school via any other entrance.
* Visitors must not arrive early.
* Visitors must wait to be instructed by a member of office staff of the current systems in place.
* Visitors will be supplied with hand sanitising products, before entering the main building of the school.
* Visitors will not be asked to sign the Visitors Record Book. This will be completed by office staff, including car registration details.
* Visitors will be provided with a disposable visitor badge/ sticker.

**During the visit**

* + The visitors point of contact will be asked to come to reception to receive the visitor adhering to the 1-2-metre rule. The contact will then be responsible for them whilst they are on site. The visitor must not be allowed to move about the site unaccompanied, this includes those that are registered on the Approved Visitor List to eliminate coming into contact with other people unnecessarily.

***All breaches of this addendum must be reported to the Headteacher with immediate effect.***

**Monitoring and review – To be reviewed in accordance with Government guidance.**