



Alderman Knight

COVID 19 Visitor Policy and Procedures

Date Reviewed	1 st December 2021
Reviewed By	Ceri Jones, Business Manager
Next Review Due	1 st December 2023
Ratified by Governors	

Alderman Knight School and Post 16

Visitor information

Please find time to read this important information to help keep you safe.

Welcome to Alderman Knight School. Keeping everyone safe is our first priority as a school and we have put this information together to support this and enhance your visit. Visitors to school will be limited to essential visits only. This may include social workers, therapists, emergency repair people, delivery drivers and officers from the Local authority.

Wherever possible meetings will be kept on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). When virtual appointments cannot be made, where possible, visits will be arranged outside of school hours.

Due to COVID-19 restrictions all visitors, including parents, must have a pre-arranged meeting unless their need is Safeguarding related. Parents are requested to communicate in the first instance via the schools WEDUC communication system or by phoning reception.

Those without a pre-arranged meeting are not allowed to enter the school building and must contact reception on 01684 295 639. The initial entry point for all visitors will be the main reception entrance in the Alderman Knight School building.

Site guidance on physical distancing and hygiene will be explained to visitors on arrival.

Car Parking and Access

Access to the school is from Ashchurch Road. There is limited car parking available on site. If you cannot find a space in the school car park, please park in the business park off Shannon Way. Please note vehicles are parked at owners' risk. Automated gates operate on the school site at the start and the end of the day with an intercom link to reception. The gates will be Open between 7.00am and 9.15am and again between 2.20pm – 3.20pm. (These times may change at short notice)

Arrival and Signing In and Out

Those with pre-arranged meetings are asked to sign in at reception with no more than 1 individual or 1 family in the reception area at a time. The glass hatch in reception will be kept closed to help protect reception staff. Upon entering and leaving the reception area please ensure all members of your group use the hand gel provided.

Visitors and Parents are required to wear a face covering or face mask when they come onto school grounds and into the school buildings. These may be removed, once in a meeting, if social distancing can be adhered to, and all meeting participants are in agreement.

Visitors from outside agencies or the Local Authority are required to share their own protocol with our reception team and with the members of staff they are meeting with, to ensure that we can accommodate their needs.

We have 3 options available for visitors signing in;

1. We ask that you use your smart phone to scan the QR code displayed in reception. This will allow you to sign in to our electronic sign in system without using the iPad.
2. We ask that you use the iPad SignIn system in reception. Please use the hand gel provided before use and the cleaning items available before and after.
3. For those unable to access via their smartphone, and would prefer not to use the iPad, please sign in with our receptionist.

As part of our COVID 19 procedures we will require a valid contact number for our Track & Trace register. This will be kept secure in line with GDPR.

All visitors will be given a Visitors Badge which must be worn at all times. Once completed you will be asked to move through to the inner foyer to wait for a staff member to collect you.

You will be accompanied by a member of staff throughout your visit. Please ensure you sign out at reception when you leave site and dispose of your badge at reception in the bin provided.

Building Layout and Evacuation Procedures

At the end of this leaflet there is a map of the school buildings which shows where the exits from the school are to be used in an emergency evacuation.

In an emergency, such as fire, where everyone in the school needs to evacuate the building, the school bell will sound in a two pitched tone. Students, staff and visitors will leave the school building at an appropriate exit. Visitors please follow the guidance of your allocated staff member. There are maps in each room to show which exit to use.

All visitors gather at either the back or front of the school in the allocated areas where staff will check that everyone is accounted for.

Toilets

The main visitor toilet is the accessible toilet located in Reception at the entrance to the school hall. There are other staff and accessible toilets throughout the building. Staff will be happy to direct you to the nearest facilities.

Catering

Visitors are unfortunately unable to access our on-site catering facilities however refreshments may be provided in longer meetings.

First Aid

If first aid is needed, and it is appropriate to do so, make your way to reception where a first aider will be called for. If the casualty cannot be moved, then call reception (201 or 202) using any of the telephones found in the staff offices and classrooms throughout the school. You will find that pupils, students and staff are all very supportive in such a situation so that if a telephone cannot be reached easily, then a verbal message can be sent to reception instead.

Child Protection/Safeguarding

Every adult on the school site has a duty of care to all other people, including visitors, staff, pupils and students. Sometimes visitors may see or hear something that they are worried about. In such a situation it is part of the duty of care to mention this to someone. General concerns can be given to reception where staff will contact an appropriate member of staff to manage the situation.

Sometimes pupils or students might disclose information to a visitor which may be part of a child protection issue. In such a case please ask at reception as a matter of urgency to speak with one of the Designated Safeguarding Leads. This is a member of staff specially trained to help situations where students may be at risk.

Personal Property

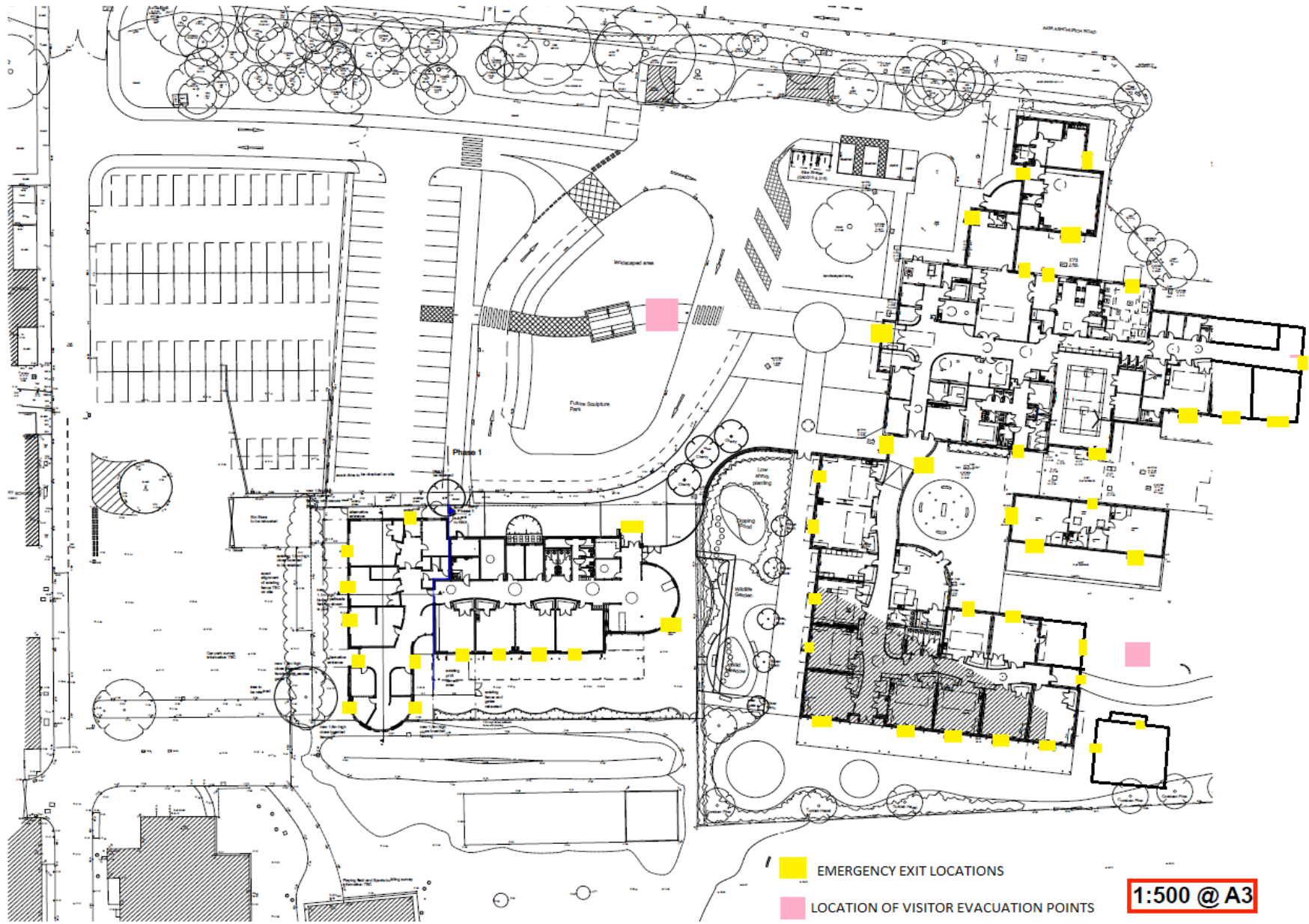
All site users are responsible for their personal property and should ensure any valuable personal items they bring to school are kept securely. Mobile phones are not to be used, other than in the staff room, during school hours

Thank you once again for visiting Alderman Knight School and contributing to our community.

Timetable for Review	Annually	2 Years	3 Years	4 Years
Status	Statutory	Gloucestershire CC		School
Circulation	Website	Weduc	SAM	School Office

Table of Review and Modifications

Date Reviewed	Page Number of Changes	Summary of Changes Made
1 st December 2021	2	Removal of Social Distance floor markings



Specialist School in
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Tel: **01684 295639**

Email: admin@aldermanknight.gloucs.sch.uk

Web: www.aldermanknight.gloucs.sch.uk