

## Moor Park High School and Sixth Form Visitor Policy and Procedure – September 2020

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met. Throughout the year many people would normally visit the school. They range from parents, supply teachers, health workers, technical support staff, and representatives of other external agencies through to salespeople and contracted workers dealing with repair, maintenance and building matters. As part of our Covid-19 risk assessment we will only permit essential visitors to school and their visit will be kept to a minimum,

The information below is provided to all visitors to the school. All our procedures aim to keep students, staff and visitors safe.

|                        |   |                            |   |
|------------------------|---|----------------------------|---|
| <b>School Details:</b> | <b>Moor Park High School and Sixth Form</b> |                            |   |
|                        | <b>Moor Park Avenue</b>                     |                            |   |
|                        | <b>Preston</b>                              |                            |   |
|                        | <b>PR1 6DT</b>                              |                            |   |
| <b>Headteacher:</b>    | <b>Mr B Corbett</b>                         | <b>Chair of Governors:</b> | <b>Mrs K Lund</b>   |
| <b>Telephone:</b>      | <b>01772 795428</b>                         | <b>Email:</b>              | <b><a href="mailto:admin@moorpark.mp">admin@moorpark.mp</a></b> |

- All visitors should enter the school through the main entrance on Moor Park Avenue including visitors to the sixth form
- All visitors should comply with the schools Covid-19 safety measures (ie social distancing, sanitising, track & trace).**
- All visitors will be encouraged to sign up and use the NHS Track and Trace system.**
- The school is open from 8.00am to 4.30pm. Visitors ring the doorbell on arrival to gain access. Once in school they sign in at reception. School operates an electronic visitors system and when visitors have signed in they are issued with a visitor's badge which must be worn for the duration of their visit. They will be asked to sign out at reception when leaving by returning visitors badges. This is essential for security and fire safety purposes.
- As part of our safeguarding commitment visitors may be asked for proof of identify or to show DBS Certificates.
- When they have signed in and been issued with a visitor's badge, visitors will wait in the reception area until the person they are meeting arrives to escort them into school.
- Under no circumstances are visitors permitted to access school unattended during working hours unless they have been appropriately DBS cleared.
- Once they have been met by the relevant member of staff, they will normally be accompanied by that member of staff for the duration of their visit.
- Visitors are advised to limit contact with students unless their visit is specifically linked to working with them; for example, supply or trainee teachers, mentors, outside speakers or health professionals.
- Visitors should familiarise themselves with emergency evacuation and lockdown signs and instructions displayed around the school. If the emergency evacuation bell sounds, all visitors must report to the assembly point where they will be checked against the visitor 'signing in' register. Visitors must not re-enter the building until they are told it is safe to do so.
- Visitors must use the toilet in the Emma Watt area only.
- Visitors should not enter occupied classrooms unless escorted by a member of staff or by prior arrangement.
- The use of mobile phones and photographic equipment is strictly prohibited within school. Should visitors need to make a phone call, they should do so outside the school entrance.
- Visitor's health, safety and wellbeing during their visit are important to us. Visitors also have a legal duty to care for the Health & Safety of themselves and others.
- Any visitor who refuses to report to the school office or becomes aggressive or abusive will be asked to leave the premises and if deemed necessary, the police may be called to assist.
- Moor Park High School and Sixth Form is a non-smoking area and smoking is not permitted anywhere within school grounds. This includes the use of electronic cigarettes.
- Visits to the school by contractors are governed by our Contractors' Policy.

Thank you for your cooperation in supporting our commitment