

Procedures for visiting Clarity Independent School – Visitors and Specialists

To be emailed prior to, and viewed on the day of arrival

Pls do not come to work at the school if you have had symptoms of COVID or another infectious disease within the last 10 days. Thank you for helping to keep our school community safe.

Thank you for completing the following upon visiting our school:

- ⇒ Show your photo ID at the gate.
- ⇒ Confirm your name, the name of the person you are seeing.
- ⇒ Confirm that you are well.
- ⇒ A member of the Office Staff will greet you either at the gate or buzz you into the reception area.
- ⇒ Sign in and receive a red / green / yellow lanyard. Please hand your lanyard back to reception before leaving.

Safeguarding



Upon arrival, you will receive a summary of our safeguarding procedures within the school. Please ensure you read this carefully and know who to contact if you have any concerns about anyone in the school community.



For safeguarding reasons, if you have been given a **RED** lanyard, you will be assigned to a specific work area and work with a member of staff alongside you. You must **not** leave this area unless supervised by a member of staff.

If you have a **GREEN** or **YELLOW** lanyard, you may access the usual areas of the school including the staff room and staff toilets.

Health and Safety



Please bring a travel flask-mug with a lid if you will be enjoying hot drinks during the day to prevent the possibility of scalds around the children.



As a school, we are supporting our healthy community by keeping our school extra clean and asking all visitors to follow good respiratory hygiene and do the following:

- If you sneeze, please use a tissue, if not available, sneeze into your elbow.
- Please do not sneeze out into our school air.
- Wash your hands upon entry to the school and following blowing your nose / sneezing.
- Your desk / touch points in your work area will have been sanitised for you prior to arrival.
- Thank you.

Pls note, you will be challenged by any member of staff re not doing the above - we are all in this together but sometimes it's easy to forget! 😊



Please note, for the safety and security of all our visitors and for operational purposes, CCTV is operated on these premises and may include audio monitoring.

Your contact for the day:

Name: (Name of member of staff arranging the visit)

Telephone: (Their work contact number)

This is the person who will be your first point of call if you have any needs / questions. They will manage the visit re the above.

Thank you for reading, we hope you enjoy visiting our school. 😊