

## Procedures for visiting Clarity Independent School – Contractors

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

***Pls do not come to work at the school if you have had symptoms of an 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 and state any allergies you have and their severity, if relevant.
- ⇒ 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 usual areas of the school including staff room and staff toilets.

\*If you are working purely outside the gate, or round the back of school with no access to the building or children at all, no lanyard or safeguarding summary is needed, but you will need to be escorted by a member of staff if entering the building to use the toilets etc.



### **Health and Safety**

If you are working **inside the building**, 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.



**Respiratory hygiene:** 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.
- Any touch points in your work area will have been sanitised for you prior to arrival.
- Thank you.



### **Sharp items / offcuts**

For pupil health and safety reasons, you must be very careful not to leave any sharp items in your work-space or nearby, as the pupils could get hold of them. This includes (but is not limited to) tools, screws, sharp pieces of metal / plastic resulting from your work activity e.g. drilling / sawing / reshaping etc. Whilst you are conducting your work, it is your responsibility to ensure that any tools / sharp pieces are kept securely out of reach of pupils as they can be intrigued with such items and grab them / hurt themselves on the way past. Once you have finished your work, you must clear any sharp pieces away from the site – this includes the driveway and areas you may have used outside the gate. This will need to be checked by a supervising member of staff prior to you leaving the site.

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:** 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.

Name: .....

(Name of member of staff arranging the visit)

Telephone: .....

(Their work contact number)

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