

# Visitor Protocol – December 2020



**All visitors must enter the academy through main Reception and sign in using the i-Pad for every visit.** This will produce a label with their photograph which must be displayed at all times whilst visiting the Academy.

Noel-Baker has an **Approved Visitor List** for regular visitors. Visitors from the L.E.A.D. central team, L.E.A.D. IT Services and Social Workers from Derby City Council are logged on the **Approved Visitor List**. For other visitors to be logged on this list they will need to show reception staff:

1. An original copy of an enhanced DBS certificate within the last 3 years (unless you are registered for the DBS Update Service) which includes “Child Workforce” under the **Position Applied For** heading on the front of the certificate.
2. Photographic ID – (normally passport or Driving Licence)

Visitors who have a DBS which is registered for the Update Service will need to show their original DBS certificate and sign a consent form allowing us to do a status check.

You will be asked the purpose of your visit and who you are here to see.

Visitors who are logged on the Approved Visitor List will be issued a green lanyard. Visitors who are not logged on the Approved Visitor List will be issued a red lanyard. Visitors wearing a red lanyard must be accompanied by a member of Noel-Baker staff at all times during their visit. The photograph label from the signing in system must be displayed in the lanyard.

After signing in, contractors and ENGIE visitors will be logged by ENGIE staff on the ENGIE systems and issued with a red or green lanyard by ENGIE with which to display their photograph signing in label.

Visitors must sign out on the iPad when leaving and return their lanyard.

### **COVID Measures – Addendum to Signing In Protocol**

During the current pandemic we are taking a number of steps to mitigate the risk of virus transmission within the Academy and it is important that all visitors are aware of, and follow, the guidance below:

- All Noel-Baker meetings are virtual using MS Teams or Zoom. Most meetings are not required to take place on site and do not necessitate a visit.
- All visitors must wear a face covering when moving around the academy.
- All visitors must adhere to social distancing, maintaining a 2m space between people at all times whilst in the Academy.
- All visitors must wash their hands when entering the academy.
- All visitors must sanitise their hands when entering an office or classroom.
- Visitors must limit their movement around the academy as advised by Noel-Baker Staff. The Academy is split into different geographical bubbles and it is important that these are not compromised by people moving between them.
- PPE is available for all visitors from reception if required.
- All visitors must follow signs whilst in the academy.
- All visitors must disclose on arrival if they have visited another location that day where large numbers of people gather (another school, hospital, health centre etc.) and they may be denied entry if it is deemed that there is an increased risk of virus transmission.