

Visitor Protocol – September 2022

Visitors must enter the academy through main Reception and sign in using the i-Pad for every visit. Visitors will then be issued with a photograph label and lanyard – the photograph label must be displayed in the lanyard for the duration of the visit.

Noel-Baker has an **Approved Visitor List (AVL)** held in reception. Most visitors from the L.E.A.D. central teams, and some from Derby City Council staff are already logged on the **AVL**. Visitors logged on the **AVL** will be issued a green lanyard. Visitors not logged on the **AVL** 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.

To be added to the **AVL** visitors will need to show reception staff:

1. An original copy of an enhanced DBS certificate issued 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

*Visitors who have a DBS which is registered for the Update Service will need to show their original DBS certificate (which may be older than 3 years) and sign a consent form allowing us to run status checks.

Once added to the **AVL** visitors will not need to show these documents again.

When leaving site all visitors must sign out on the iPad in reception and return their lanyard.

COVID Measures

We are taking a number of steps to mitigate the risk of virus transmission within the Academy and it is important that all visitors:

- Practice good hand hygiene when visiting the academy.
- Make the Academy aware if they have Covid symptoms or have tested Covid positive in the last 5 days

Contractors and EQUANS Visitors

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

Nut Free School

Products that contain, or may contain nuts, must not be brought onto site to protect members of the Academy community.

ALARMS

Evacuation

A continuous alarm is the signal to evacuate the building. Leave by the nearest fire exit and gather by the cricket nets to the rear of the building and report to Linda Taylor

Lockdown

An intermittent, on off on off alarm is the signal for everyone on site to lockdown. Stay in the classroom or office you are in, lock the door if possible and hide away from the internal windows until the alarm stops.