



# Visits and Visitors

**Supplementary Policy: March 2020 until further notice**

## Introduction

Due to the unprecedented issues surrounding the spread of the Covid-19 virus, there is a need for the Academy to put in place additional safeguards for students and staff. This is done in conjunction with government guidance and direction, and will be in place until advice is given that normal routines can be returned to.

This Supplementary Policy provides direction around school trips and visits, and visitors coming on to academy site.

## 1. Visitors to Academy Site

### 1.1 Visitors

In relation to all visitors coming on to academy site, the two safeguarding questions must be addressed:

- a) Is it necessary?
- b) Can it be done a different way?

In order to support the suppression of the spread of the virus, it is our policy that visitors will not come on to academy site at the current time. This includes meetings with professionals, parents/carers, visiting speakers, and applies to all non-Academy staff. These meetings should be carried out virtually or by telephone. Where possible, parents/carers coming to collect a child should do so at the gate.

### 1.2 Exceptions

Exceptions to this policy would be members of the emergency services called to support an incident on site, or colleagues from School Health who have appointments with students in the academy.

## 2. Visits of Academy Staff/Students to other places

### 2.1 Visits

In relation to all pre-planned visits, or for visits that are in the planning stage, for students or staff to visit off-site venues, the two safeguarding questions must be addressed:

- a) Is it necessary?
- b) Can it be done a different way?

In order to support the suppression of the spread of the virus, it is our policy that visits will not take place at the current time. This includes staff attending meetings with professionals, parents/carers, or other non-Academy staff. Wherever possible, these meetings should be carried out virtually or by telephone.

## **2.2 Exceptions**

Exceptions to this policy would be members of staff supporting a student or colleague in an emergency situation, or where the Headteacher has given specific authority for a visit to take place.

## **2.3 Cancellations**

Cancellation of pre-planned visits, including residential activities or international travel, will be undertaken with government and insurance company advice.

## **2.4 Future planning**

It is envisaged that normal academy routines will return following government advice that these supplementary actions are no longer necessary. Future planning for visits and trips should take place using the normal internal procedures, however, guidance will be provided to staff as to when these could happen. There will be no further activities planned until after the Easter 2020 break.