



NORTHAMPTON  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

## NORTHAMPTON HIGH SCHOOL

### EXTERNAL VISITOR POLICY - VISITORS

Northampton High School has responsibility to ensure the safety of all visitors on site, whilst protecting the wellbeing of staff and students within the school community. Please take time to read this policy ahead of visiting school.

The guidelines are applicable to all site visitors, including, but not limited to prospective parents, external speakers, GDST representatives, Inspectors and educational officials, SGB members, contractors, supply teachers, recruitment candidates.

**COVID-19 update – September 2021: During 'Normal operation' visitors can attend the school as normal but should follow the additional guidelines in red.**

During 'Outbreak Precautions' **(These are additional measures which MAY be implemented by the Head/DFO in the event of exceeding the 'threshold' number of cases as determined by government guidance):**

Visitors to the school should be limited to:

- those who are essential to the safe operation of the school or a building project on the school premises,
- those who are providing specialist support to the school, eg Trust Office staff,
- those who are providing specialist support to staff or pupils, eg mental health support
- parents where there is a significant benefit in having an in-person / on-site meeting
- those who are providing educational activities

#### **PRIOR ARRANGEMENTS**

**On the day of the visit, please do not attend school if you have symptoms of coronavirus infection (COVID-19), however mild.**

The symptoms are:

- A high temperature (37.8 degrees and above)
- A new, continuous cough – **this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours**
- A loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

Updated October 2021 - Alex Hume, Director of Finance and Operations  
(Amendments Nov 21 - Face covering update)  
Reviewed/approved ESLT Nov 2021

In order to verify your identity on the day of your visit, please bring photograph ID, such as a photocard driving licence or passport. Visitors attending without photo ID will not be permitted to access the site.

#### **UPON ARRIVAL AT SCHOOL**

- 1.1. Park in a designated visitor spaces outside Senior School or Junior School, unless directed otherwise
- 1.2. Upon arrival, report to main reception, where you will be asked to provide photographic ID to confirm your identity. In addition, please provide your vehicle registration number
- 1.3. Reception staff will draw your attention to the current COVID-19 statement and request that you read and sign the declaration confirming you are symptom free
- 1.4. It is recommended that you take a LFD test at home or upon arrival in School to check your Covid status, (however this is voluntary). You must cancel your visit if this is positive. Reception staff will encourage you to 'check in' using the schools unique NHS QR code to support the NHS Test & Trace system.
- 1.5. Reception staff will issue you with a 'Visitor' badge, which must be worn at all times whilst on site and returned to Reception upon departure
- 1.6. Reception staff will explain emergency evacuation procedures, including how to exit the building/seek safety, in the event of an emergency tone sounding whilst you are in school
- 1.7. Reception staff will telephone your host to advise them of your arrival – you will be escorted for the duration of your visit
- 1.8. ~~You are not required to wear a face covering, unless requested (perhaps for areas where social distancing may be difficult, or as an additional outbreak precaution).~~ From 29/11/21 face coverings should be worn in all communal areas of the school, or where distancing can't be maintained. Reception staff will encourage you to practice good handwasher/sanitisation and social distancing.

#### **DURING YOUR VISIT**

Wipes, hand sanitisers and hand washing facilities are available across the school site.

If you require first aid whilst in school, please contact main reception by pressing '0' from any office phone. Reception will alert the well-being team.

#### **AFTER YOUR VISIT**

If you develop COVID-19 symptoms, within 48 hours of visiting the school and subsequently receive a positive COVID-19 test result, please follow NHS Test & Trace advice.