



Visitor Agreement

We are committed to the safety and wellbeing of all pupils/students, staff and visitors therefore all visitors must agree to the following before being allowed access to the whole School site.

Covid19

- We have worked closely with the Local Authority to risk assess our premises and activities in order to develop and embed the control measures and symptoms to minimise the risk of transmission. Our risk assessment (available on the website) is continual under review/update as further government guidance becomes available.
- To implement an effective control program please
 - Wash/sanitise on arrival (Hand sanitiser available on entry/ accessible toilet)
 - Engagement with NHS track and trace (providing contacting details on arrival)
 - Present your Photo ID when requested by our Reception staff.
 - You will be asked to adhere to the 2 metre social distancing guidance
 - You can only visit 1 bubble per day to avoid cross contamination
 - The office will provide details of the access arrangements to whom you are meeting. Do not move around the site unescorted
 - In case of an emergency you should leave the area with the class teacher or whom you are visiting who will instruct you of where to go
 - During this Pandemic visitor will not be issued with a Visitor badge- all staff will be informed of Visitors prior to arrival in relation to safeguarding

General

- Please enter and exit the site from the main entrance, observe signing in and out procedures.
- Please note that the school operates a no smoking policy within all its buildings and grounds. Smoking or vaping is not permitted anywhere on the school site.
- An accessible adult toilet is near the main office.
- Please note that inappropriate behaviour or language on site will not be tolerated, in relation to students, staff and visitors.
- Report any instances/concerns/observations you may have immediately to a senior member of school staff. Reception staff will provide advice on how to make this contact if appropriate.

Fire and Safety

- If you hear the fire alarm, please go with the person you are visiting to the nearest exit, and then to the fire assembly point (on the yard) so that you can be accounted for.
- If you are a supply teacher, please stay with your class

- Do not take / use images of students unless approved to do so by the Head Teacher in advance.
- Do not leave equipment unattended

FIRST AID

- The school has a team of qualified first aiders on site. If the services of a first aider are required, please ask at the school reception.

SAFEGUARDING

The school is committed to safeguarding and promoting the welfare of children and young people and expects all adults on the site – including visitors – to share this commitment.

To safeguard the welfare of the children and young people in our care, we do the following:

- Disclose Barring Service (DBS) checks are carried out on everyone regularly working in the school.
- The DBS status of every adult working with our students (e.g. sports coaches and music teachers) is checked.
- No adult without a DBS check will be left unsupervised with students at Wellfield Middle School.
- The school will undertake due diligence before inviting outside speakers to address students.
- Contractors and other services working on site are required to meet safeguarding requirements.
- All school staff are given safeguarding training annually (level one) and are conversant with DFE guidance 'keeping children safe in education'.
- Allegations will be dealt with quickly, fairly and with transparency.
- Safeguarding procedures will be communicated to all staff, parents and visitors.
- Our child protection policy is available via our website.

Health and safety/security

Health and safety is a priority

The school will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students, staff and visitors to the school. This is enabled by:

- Following the procedures outlined in our health and safety policy.
- Assessing and controlling risk as part of the day to day management of school activities.
- Controlling access to the school site.
- Maintaining safe, healthy and secure working conditions.
- Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently.

- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities.
- Carrying out periodic reviews of the health and safety policy and updating risk assessments.

You are required to comply with safety procedures for your own protection, and that of everyone else in the school community.

Please report any concerns without delay to the member of staff supervising your visit, or to the school reception or to the school business manager.

Mrs Diane Hill – School Business Manager

Pedestrian and vehicle gates

- Very regular visitors may be provided with entry fobs once DBS clearance is secured. All other visitors must use the intercom to gain access and then report to the reception.

Wi-Fi Access

- On request, visitors may be allowed password protected access to the school's guest WIFI system.