



Procedures for Visitors at Hayes Meadow

- All visitors must report to Reception on arrival.
- Visitors must provide Mrs Clarke with contact information and information regarding the places/ people they are visiting whilst on site.
- Visitors should **NOT** attend site if they or any of their household have any symptoms of COVID-19.
- Visitors will be issued with a visitor booklet which they must read before continuing with their visit.
- Visitors **MUST** maintain social distancing and good hand and respiratory hygiene whilst on site.
- Visitors must be made aware of the safeguarding leads in school and how to report concerns.
- Visitors must wear a Visitor Badge at all times whilst they are on the school premises.
- Mobile phones should be switched off and kept secure at all times.