



VISITOR INFORMATION

All Visitors to St Michael's Church of England High School **MUST** adhere to the following procedures in order to keep you and our school community safe:

- Please **DO NOT** enter the school site if you have any of the coronavirus symptoms (high temperature, new and persistent cough, loss of sense of smell or taste). Please return home immediately and register for testing.

- All visitors must sign in using the electronic registration system in the main reception foyer; before doing so, please ensure you use the hand sanitiser provided. You will be provided with a sticker which must be worn at all times.

NB: By using the electronic signing in system you also comply to the government and school test & trace procedures.

- Please ensure you respect social distancing of 2 metres at all times and follow one-way systems as directed when on site.
- Please wait for your school contact to meet you in reception and be aware that you must never be unaccompanied around the site without prior authorisation.
- Please ensure you regularly wash your hands and use hand sanitiser which is available throughout the site.
- Should the fire alarm sound, please leave the building from the nearest safe exit and report to the visitor roll call area on the Astro Turf. Do not return to the building until you are told it is safe to do so.
- Toilets for use by visitors are in the main reception foyer.
- Should you require first aid, please alert a member of staff. Any accidents or near misses must be reported to reception, who will then report to Interserve and the school Business Manager.
- The school campus is a strictly no smoking area.
- Please do not take any photography or video on site without prior authorisation from a member of staff.
- Before leaving the school site, please sign out using the electronic registration system in the main reception (being careful to use the hand sanitiser before doing so) and return/dispose of your visitor sticker.