



The
Holy Spirit
Catholic Multi Academy

'With grace and humility, glorify the Lord by your life.'

Visitor Protocol

This protocol applies to St Thomas More Catholic Academy & Sixth Form College part of The Holy Spirit Catholic MAC

This Visitor Protocol is regularly updated in line with Government Guidance. The Holy Spirit MAC adopted this revised version on 4th January 2022

Signed by the
Chair of the
Education
Standards
Committee

Signed by the
Principal



In line with guidance from the Government and Public Health England schools procedures are beginning to return to normal as we all learn to live with the risk of coronavirus. We still require all visitors to our schools to adhere to the guidance below.

Before you arrive:

- Make an appointment with the staff member who you wish to see.
- Follow the latest MAC Risk Assessment for COVID19 on our website:
<http://holyspiritmac.co.uk/information/coronavirus>

When you arrive on site:

- All visitors on site must report to the reception who will provide them with the necessary safety procedures for the school they are visiting.
- All visitors must wear face coverings unless there is a medical reason for them not to do so.
- When you arrive in the school building, you will be welcomed by our reception staff who will ask you if you have any of the following symptoms. If you do, you will be politely asked to leave, and book an appointment for another time after the 10 day isolation period:
 - a. a high temperature
 - b. a new, continuous cough
 - c. a loss of, or change to, your sense of smell or taste
- All visitors will be asked to use the hand sanitizer available at the reception desk.
- Instead of using the touchscreen signing in system, the reception staff will sign you into the school themselves, by asking for your name, logging the time you have arrived and who you are here to visit.

During your visit:

- When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.
- If you wish to use the toilet facilities while on site, again a member of staff will direct to where you need to go please ensure you follow all the hand hygiene guidance.