



## **VISITOR POLICY**

**'Growing together in knowledge, faith and love'**

### **Aim**

To safeguard all the children during school hours whilst following the curriculum and out of school hours activities. The ultimate aim is to ensure children at St Mary's can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

### **Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents.

### **To whom the policy applies**

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic teachers, sports coaches and topic related visitors)
- All Governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (CAST staff, Inspectors)
- Buildings & Maintenance Contractors

### **Visitors invited to the School**

a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher or member of staff before a visitor is asked to come into school.

b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and are informed of the procedure for visitors as set out below:

- All visitors must report to the office first – visitors must not enter the school via any other entrance other than the main school entrance at the front of the school.
- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in; this is kept on the front desk in the reception area.

- All visitors will then given a lanyard to indicate if they are a visitor, governor or student.
- All visitors will be asked to read the information on the back of their visitor's pass this includes basic information on health and safety, fire procedures, smoking, parking and what to do in the event of an accident.
- Visitors will then be escorted to their point of contact. The contact will then be responsible for them while they are on site.
- Regular visitors who work directly with pupils must (on their first visit) present their DBS disclosures for inclusion in the Single Central Record, e.g peripatetic music teachers, therapists, students
- In addition regular visitors will be asked to complete a Confidentiality Agreement, see Appendix 1

c) On departing the school, visitors should leave via the main front door, enter their departure time when signing out and return their lanyard.

### **Unknown/Uninvited Visitors to the School**

- a) Any person on the school site who is not wearing an identity/visitor badge should be challenged politely to enquire who they are and their business on the school site.
- b) They should then be escorted to main entrance to sign the visitor's book and be issued with a visitor badge. The procedures for invited visitors then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher, a member of the SLT or the Office manager should be informed promptly.
- d) The Headteacher will consider the situation and decide if it is necessary to inform the police.
- e) If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

## Confidentiality Agreement (for volunteers and visitors)

Our school is very much part of the local community. We pride ourselves on the number of outside visitors we have to the school and the positive feedback we receive about the friendly atmosphere and positive ethos at St Mary's. As with all places of work, people will express opinions and make judgements as they see fit. This agreement is intended to help you understand how to protect the friendly and agreeable atmosphere we have, whilst also being aware of the need for professionalism. It is important to respect and recognise the trust that is placed in you when you volunteer in the school or are invited into our school community as a visitor.

*I understand that during my time at St Mary's Catholic Primary School*

1. I must ensure that anything I overhear or am told is not repeated or shared with anybody who should not be party to that information. I will keep confidential any information heard, read or shared between staff members, outside agencies and parents/carers regarding a child or the child's family. In brief, anything heard in school stays in school and must go no further.
2. I will not post confidential information (or photographs) regarding children, staff members or parents on social networking sites such as Facebook or Twitter. I will not contribute to discussions or conversations on social networking sites regarding the school or anyone associated with it.
3. I must ensure that anything I hear that raises questions about the professionalism of someone working at the school is immediately passed on to the Headteacher or Assistant Head.
4. I must ensure that if I notice anything of concern regarding a child, or if a child reports anything of concern to me, I will notify the designated person for child protection.
5. I must ensure that conversations of a sensitive nature regarding children or adults take place in a private space.
6. I must ensure that paperwork regarding children, parents or members of staff is not left on display at any time. Similarly, any paperwork that holds information of a personal or sensitive nature and that is no longer required must be sent for shredding.
7. I will at all times be fully aware that staff and volunteers may well have connections (both family and friends) within the school and may overhear conversations of a sensitive nature.
8. I will uphold the good name of St Mary's Catholic Primary School in discussions both inside and outside school.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_