



Visitors Policy 2023-24

Vision:

We believe that every child is a gift from God, therefore, we aim to provide an outstanding and happy Catholic education which develops the 'whole child' whilst enabling them to reach their full potential.

Mission statement:

We love God ... so we follow the examples of Jesus

We love learning ... so we always do our very best in everything

We love each other ... so we treat each other as we want to be treated

This policy was written by Ms S King, School Business Manager, on behalf of the school Headteacher:

Mrs C Ruane

They can be emailed at: office@smrc-lit.co.uk or telephoned on 01706 378032

Date to be reviewed: Nov 2024

Overview

The safety of our children and staff is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school. The policy also outlines provision to ensure that staff are not threatened, directly or indirectly, by visitors to school.

Objectives

1. To prevent unauthorised persons from entering school.
2. To make visitors welcome.
3. To ensure that visitors are monitored and checked.
4. To monitor visitors carefully during their time in school.
5. To be able to account for, and locate, visitors at all times.
6. To ensure the safety of staff, as well as pupils, at all times.

Strategies

1. Except for school opening/ closing times all gates will be kept locked at all times
2. External doors will be kept securely closed
3. All visitors will report to the school reception desk where they will be welcomed and asked for their details, and for the name of the person they need to see.
4. Visitors must sign in and out using our electronic Entry sign system.
5. Each visitor will be given an identification badge that must be worn visibly at all times. If you are given a red lanyard we have not DBS checked you and you will be accompanied by a member of staff during your time at school.
6. Copies of this policy, as well as the safeguarding arrangements for school, are available for all visitors to school in the foyer.
7. Visitors' identification passes must be collected in by office staff before the visitor leaves.
8. Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
9. Visitors with a red lanyard will be accompanied, or supervised, during the whole of their time in school. Visitors with a green lanyard will be able to access school without being accompanied.
10. Members of supply staff will be welcomed by the SBM for a building and policy induction and shown to the appropriate classroom, where a member of the teaching team or Senior Leadership Team will explain the day, routines and expectations.
11. The caretaker will be responsible for contractor, and trades people whilst he is on site. The School Business Manager will take responsibility for contractors when he is not on site. Contractors must show proof of identity to the school office and where appropriate sign the Asbestos Declaration Form
12. The Headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.

13. Any member of staff must challenge any stranger they meet who is not wearing identification, who is acting suspiciously or is wearing a red lanyard and is unaccompanied by a member of staff.

14. If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and escorted from the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary, the police should be summoned to remove them.

If parents or other visitors make threats towards staff, directly or indirectly, the local authority will be informed as appropriate, and a member of the school's Senior Leadership Team will attempt to contact the parent to try and resolve the issue, within an appropriate timescale, and only if deemed to be safe to do so.

15. We have 2 main alarms in school:

- Fire Alarm- This sounds like a siren with alternating frequencies

You will be told of any planned fire alarm practices whilst on the premises. If you hear this alarm please follow the instructions to the nearest fire exit and meet at the fire meeting point in the KS2 playground where you will be signed off on the visitors list

- Invacuation Alarm- This sounds like a continuous bell

You will be told of any invacuation practices whilst on the premises. If you hear this alarm please immediately make your way into school if you are outside, or stay exactly where you are if inside until directed by a member of staff. In this instance all of the school shutters will come down making the school secure.

Health and Safety

It is the responsibility of the visitor to notify the office staff immediately upon arrival if there are any additional arrangements that need to be put in place for an individual to meet specific needs and to ensure the safe evacuation in the event of evacuating the building.

Outcomes

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school, or displays of anti-social behaviour towards staff and/ or pupils.

Monitoring and Review of this Policy

This policy will be monitored on an annual basis, and will be reviewed in Nov 2024