

External Visitors Policy



Unlocking Potential Together in Faith and Love.

At The Cathedral Catholic Primary School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

1. Introduction

Visitors are welcome to The Cathedral Catholic Primary School. Indeed they often make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy.

3. Aim

To safeguard all children, including preventing them from being drawn into terrorism, under this school's responsibility both during school curriculum hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure The Cathedral Catholic Primary School children can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

4. 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 and conforms to child protection guidelines as set by the DfE (see www.teachernet.gov.uk): preventing unsuitable people from working with children and young persons in the education service.

5. How the policy was formulated/developed

DfES, Local Education Authority and National Healthy Schools Standards guidance was referred to in the formulation of this policy. The draft policy was discussed with staff, parent representatives and the governing body and approved by all parties. The policy is available to parents and other interested parties via the school website. A hard copy can be obtained from the School Office.

6. Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- 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 tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)

- Building & Maintenance Contractors

7. External Visitors to The Cathedral Catholic Primary School

Staff are required to be familiar with DfE guidance on Child Protection, KCSiE (accessible via www.teachernet.gov.uk) in relation to: preventing unsuitable people from working with children and young persons in the education service.

8. Protocol and Procedures Visitors Invited to the School

a) Before a visitor is invited to the school, the Headteacher and SLT 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 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 be informed of the procedure for visitors as set out below:

- All visitors must report to the school office first - do not enter the school via any other entrance
- At the Office, 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 the online Visitors Record Book
- All visitors will be required to wear a Visitors sticker/lineyard
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the office to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors will not be allowed to use their mobile phone or cameras without permission being granted following a clear understanding of the purpose of use.
- Visitors must conduct themselves appropriately to the situation and if the contact judges that they have behaved inappropriately they will be told so and asked to leave.
- On departing the school, visitors should leave via the office and enter their departure time in the online Visitors Record Book alongside their arrival time.

9. Unknown/Uninvited Visitors to the School

a) Any visitor to the school site who is not wearing a visitors sticker/lineyard should be challenged politely to enquire who they are and their business on the school site.

b) They should then be escorted to the office to sign the online visitors' book and be issued with a visitors sticker/lineyard. The above procedures will then apply.

c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher (or Senior Leader if neither is available) should be informed promptly.

d) 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.

f) Members of staff are aware of a Lockdown Procedure which they will activate when appropriate, especially if an unwanted visitor appears aggressive / dangerous.

10. Governors and Volunteers

- a) All governors, trainee teachers and volunteers must comply with Disclosure and Barring Service procedures, completing an electronic DBS disclosure form (if not already held) via the School office.
- b) All trainee teachers have an induction with the member of the SLT who is responsible for trainee teachers. And volunteers will have an induction with the Volunteers coordinator.
- c) The School must check all governors and volunteers DBS certification is in date at the beginning of the academic school year, thereafter, procedures as above should apply. Please note that Governors should sign in, and out, using the online Visitors Record Book.
- d) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Training Link Governor.

11. Staff Development

As part of their Induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times. The Deputy Headteacher will be responsible for sourcing and arranging staff training focusing on people skills and how to deal with abuse or aggression (verbal and physical) from others. This training is valid across many areas of their responsibility and dealings with those both within and outside of the school community.

12. Linked policies

This policy should be read in conjunction with other related school policies: including:

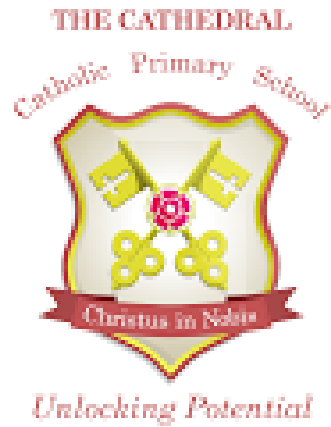
- Safeguarding Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Fire Safety Policy

13. Dissemination

This policy is publicised to all in the school community through the school website.

14. Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.



External Visitors Policy November 2024

The implementation of this policy will be monitored by Mrs Nicola Holt in consultation with the Leadership Team.

This policy will be reviewed as appropriate by The Senior Leadership Team

Intended Policy Review Date – November 2026

Approved by _____ (Headteacher)

Date: _____

Approved by _____ (Governor)

Date: _____