

Visitors Policy

St Bernard's High School



Approved by: Full Governing Body

Date: June 2026

Last reviewed on: June 2026

Next review due by: June 2029

Welcome to St Bernard's High School

Mission Statement

St Bernard's is a school community which aims to live by Jesus' commandment "Love one another as I have loved you".

We are a Catholic learning community committed to the ongoing development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We provide an atmosphere in which we can grow in our Faith, and encourage this faith by a lively and relevant liturgy.

We work with parents, parishes, local communities and industry to prepare our students for the opportunities of adulthood.

Welcome to St Bernard's High School, a popular, highly successful Catholic bi-lateral girls' school with a thriving mixed 6th form. We have a proud history in providing a high quality Catholic education for the young people of Southend and the surrounding area.

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met. Throughout the year hundreds of people visit our school, ranging from parents, supply teachers, health workers, technical support staff and representatives of other external agencies through to sales people, contracted workers dealing with repair, maintenance and building issues.

This policy contains information and guidelines which we hope will be of assistance to you during your visit.

Brief details about the School

Address: Milton Road, Westcliff on Sea, Essex SS0 7JS

Head Teacher: Mrs H Barnes, BA (Hons)

Deputy Head Teachers: Mrs M Allitt
Mrs D Collis

Assistant Head Teachers: Mrs Owen
Miss March
Mrs Bailey
Mrs O'Donoghue

School Facilities Manager: Mrs Getty

Senior Caretaker: Mr N Cannon

Telephone: 01702343583

Email: Office@stbernards.southend.sch.uk

Website: www.stbernardswestcliff.org.uk

Arrival

At all times, please enter the School via the main entrance on the corner of Canewdon Road and Milton Road. The entrance door is to be kept secured at all times and entry may be gained by pressing the buzzer on the keypad to the right of the door. Our Reception staff will communicate via the intercom and will invite you to enter. All visitors will be required to present photographic ID to confirm their identity and will be asked for the name of the member of staff they are visiting.

If you require a disabled parking space please contact Receptions or email office@stbernards.southend.sch.uk in advance of your visit.

The site is on a slope and wheelchair access is limited. However access to Reception and ground floor level are accessible. School events are managed to maximize access for wheelchair users.

Whilst in School

Visitors will be asked to sign in, via our electronic system and will be issued with a visitor's badge to be worn around the neck and clearly displayed at all times during the visit. This badge provides you with information to assist you with your visit, (meeting room and other facilities). You will be issued with a visitors lanyard – Blue, if you have presented a valid DBS; Red, for visitors without a DBS. Visitors should wait in the Reception area, to be collected by the member of staff they are visiting.

Visitors will be accompanied at all times whilst in school. At no time will a visitor be left unaccompanied with students, unless supplied with a Blue lanyard. **Visitors must not use their mobile phone beyond the Reception area.**

The School office is staffed from 8.00am to 4.30pm. Please call 01702 343583 to leave a message out of hours.

Visitors Invited to the School

Where possible permission should be granted by the Head Teacher before any visitor is asked to come into school. The Head Teacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

- All visitors must report to Reception first – they must not enter the school via any other entrance.
- At Reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification where appropriate.
- All visitors will be asked to sign in using the school's signing in procedure.
- All visitors will be required to wear a lanyard.
- Visitors will wait in Reception until their point of contact comes to Reception to receive the visitor. The contact will then be responsible for them while they are on site.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- In the event of a fire alarm/drill, the visitor should be accompanied to the assembly point on the playground.

- On departing the school, visitors should leave via Reception, sign out using the school's procedures and return their identification label to Reception.

Visitors whose purpose is to work with students in some capacity:

- Visitors may work with students in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of students or individuals or, alternatively they may be working with a student on a one to one basis (eg Children's services or health professionals).
- Staff should ensure all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building.

Visitors who will be working with Students

Any visitor who is to teach/coach students without staff present must have an appropriate DBS and be issued with a Blue lanyard. Copies of the DBS and photographic ID should be lodged with the PA to the Head Teacher who should be aware of the visitor for the purposes of the Single Central Record. The PA to the Head Teacher can also provide further guidance.

If a visitor has DBS clearance they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one to one interview. This must be agreed in advance.

- Regular visitors to the school must have DBS clearance.
- Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speakers' policy.

Use of External Agencies and Speakers

At St Bernard's High School we encourage the use of external agencies or speakers to enrich the experiences of our students; however we will positively vet those external agencies, individuals or speakers who we engage to provide such learning opportunities or experiences for our students.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our students.

All External Agencies and Speakers must read and accept the Visiting Speakers agreement (Appendix 1).

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.

- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate and support this. Therefore by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage any such risk themselves where appropriate to their age and ability but also to help students develop the critical thinking skills needed to engage in informed debate.

Unknown/uninvited Visitors to the School

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to Reception to sign in and be issued with an identity label.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher should be informed immediately.
- The Head Teacher and/or members of the Senior Leadership Team will consider the situation and decide if it is necessary to inform the police.
- 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.

Governors

- All governors have DBS clearance.
- Governors should wear their ID badge at all times.
- New governors will be made aware of the policy and familiar with its procedures as part of their induction.

Staff Development

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

Appendix 1

St Bernard's High School Visiting Speakers Agreement

At St Bernard's High School we understand the importance of visitors and external agencies to enrich the experiences of our students.

In order to safeguard our students we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.
- Visitors will also be accompanied by a member of staff at all times.