



St. Bridget's C of E School

VISITORS POLICY 2024-2025

A warm welcome to St. Bridget's C of E School! We hope that you will find this guidance helpful.

Introduction:

Visitors are reminded that as adults, we are role models to our children and work hard to set a good example. We always behave in a mature, respectful, safe, fair and considered manner.

Visitors are asked to have no, or minimal physical contact with children and not to be alone with any child or children during their stay unless in exceptional circumstances.

The welfare of our children is paramount: as a Church school with a strong Christian ethos, we are committed to doing the best for all of the children in our care, making everyone feel included and valued. We have worked with members of our community to establish our vision:

Our Vision Summary

At St. Bridget's C of E School, as a community, we are: happy, caring, hard-working, achieving, responsible, resilient and become the very best that we were created to be.

Our Motto:

'Letting Our Lights Shine'

Our motto, highlights our vision, and references Matthew 5:16:

'In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.'

ALL visitors are expected to uphold this vision and any visitor who does not appear to be supporting it will be challenged.

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

At St. Bridget's we:

- We welcome all parents and visitors to School. Parents and visitors are required to report to the office entrance and sign in. Any visitors on site who are not appropriately badged should be politely approached and directed to the reception desk for registration. This can be done at entry through the main gate via the telecom.
- Any visitors on site who are not recognised, must provide ID.
- All visitors must wear a visitor's badge.
- St. Bridget's C of E School reserves the right to refuse entry or terminate a visit at any time.
- Visitors include parents, visiting staff, professional advisors, volunteers and governors (staff to sign in separately in staff book for fire register purposes).

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, expert advisors for SEN or Safeguarding, volunteers.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have enhanced DBS clearance (see DBS and List 99 procedure).

If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

People working with things - builders, gardeners and people working on computers or other equipment.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left in the reception area next to the secretary's office.

Confidentiality:

Visitors in school are bound by our confidentiality code. Any information about children, families or others within the school should be kept confidential and not mentioned outside the school. This also applies to use of social networking sites such as Facebook. Any concerns a visitor may have about a child must be shared with a member of staff and not with the child's parents or carers or anyone else. Any concerns regarding a child's safety must be shared immediately with the

Designated Safeguarding Lead (Mrs Ruth Colley) or Deputy DSL (Miss/Mrs Abbie Johnsen/Jessica Woolley).

Visitors who have concerns about any adult or child in the school must speak immediately to the Designated Persons as stated above

Mobile phones:

Phones can be brought into school but must not be used when working in class or around the school. Phones must be stored away safely until break times and/or leaving the premises. Personal phones and cameras must not be used to photograph children. No photographs may be taken unless instructed by the teacher and using school equipment.

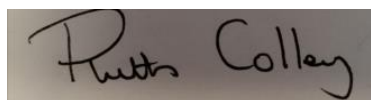
Visitors are usually not expected to use the school computers.

Health and Safety:

The school has a health and Safety Policy which is available on request. Class teachers should ensure visitors are clear about emergency procedures and alert visitors about any potential hazards in an activity. Visitors must report any Health and Safety concerns to the class teacher, Head or Heads of school.

We are a no smoking site.

PREVENT - All external school speakers must sign a declaration on arrival and prior to contact with children, to ensure that they do not promote radicalism or extreme political standpoints in any way, in accordance with our PREVENT policy and Keeping Children Safe in Education Policy. Secretaries to keep a list of external school speakers and their signed declaration forms. Any handouts or literature to be given to pupils must first be checked by the headteacher.



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Ruth Colley
Headteacher

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Eliza Treme- Swailes
Chair of governors

Next Review March 25