



## **ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**

### **VISITOR AND CONTRACTOR POLICY**

#### **OVERVIEW**

The safety of our children 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.

#### **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.

#### **STRATEGIES**

1. External gates and doors will be kept securely closed and external signs will direct visitors to the school office/main entrance.
2. All visitors will report to the school office where they will be welcomed and asked for their details and for the name of the person they need to see.
3. Visitors must sign-in and out on the InVentry system.
4. Each visitor will be given an identification badge that must and worn visibly at all times.
5. Visitors' identification badges must be collected in by the office staff before the visitor leaves.
6. 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.
7. Visitors will be accompanied, or supervised, during the whole of their time in school (unless the purpose of their visit makes this impractical).
8. The Site Supervisor will be responsible for workmen/women, and trades people, during their time in school. Any contractors carrying out significant work in the school will be asked to complete an induction with the Site Supervisor. They will also be asked to sign the Contractor Site Visit rules when signing in.
9. The Headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
10. Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
11. 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.

#### **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.

The following visitor guidance will also be displayed in the main entrance to school:

## **St Joseph's Catholic Primary School**

### **Health and Safety Guidelines for Visitors**

Please have a safe visit to our school. If you require any assistance during your visit, then please speak with the nearest member of staff.

#### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff, visitors and volunteers to share this commitment.

#### **Signing In**

On arrival you will be asked to sign in on the InVentry system and will be given a visitors' badge. You will be required to wear the badge when on the premises. When leaving the school please sign out.

#### **Disabled Visitors**

If you are disabled and feel that you may require assistance during an evacuation of the building then please speak to the school office or the member of staff who you are visiting today.

#### **Equality Scheme**

In accordance with our school vision and relevant legislation we pledge to respect the equal human rights of all our pupils, staff and visitors to school to promote equality of opportunity. We ask that during your visit you adhere to the same principles.

#### **Smoking**

Smoking is not permitted on the school site, all buildings and grounds are included.

#### **Mobile Phones**

Mobile phones should not be used around pupils and there are clearly marked areas around school where we ask for mobile phones not to be used.

#### **Confidentiality**

Working in school is a privileged position. Any information you hear or see whilst on the premises must be kept confidential. Please share any concerns you have with a member of staff.

#### **Fire Safety**

Fire safety signs and locations of nearest exits and assembly points are clearly marked around school. If you discover a fire then please break the nearest glass cover to activate the alarm.

#### **Bomb Threats**

If you see a suspicious package **DO NOT TOUCH IT**. Inform the school office immediately.

#### **First Aid**

There are a number of fully trained first aiders in school and they can be identified by a First Aid badge on their staff lanyard. Please see the office if you need any further assistance.