

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL



St. Joseph's School is a learning community where the spiritual, moral, intellectual, social and physical development of the children is nurtured and developed, in a secure environment, based on Gospel values of God's Kingdom, revealed through Jesus and the teaching of His Church.

The school is committed to giving recognition, respect, understanding and value to each individual within the community and to fostering the development of personal and interpersonal growth in an atmosphere of trust and openness.

Visitors Policy

Written: September 2018

Reviewed September 2020

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment.

- Staff should inform the main office or School Business Manager of any visitors due into school, prior to the visit, in order for pre-visit checks to be undertaken/confirmed.
- Staff, organising a visit, must **never assume** that someone has DBS clearance.
- The main office/School Business Manager will keep a record of all DBS checks which have been carried out for visitors. This will be in electronic format.
- Once DBS **clearance** has been **confirmed**, the visitor must sign in and then a visitors badge can be given. This visitor can then be left unaccompanied in school.
- If DBS **clearance is not required**, then the visitor must **never** be left alone in school and the responsibility of this lies with the member of staff who has arranged the visit.

Visitors in school

- All visitors are here at the discretion of the Headteacher, if a visitor is deemed to be behaving inappropriately then the Headteacher reserves the right to ask the visitor to leave the premises, always keeping the welfare of the pupils at the forefront of everything we do at St Joseph's
- The entrances to St Joseph's Catholic Primary School are access controlled to prevent unauthorised access.
- All visitors will sign in using the visitors' Ipad and on entering St Joseph's Catholic Primary School they must wear a visitors badge at all times.
- All visitors must read and accept, via the Ipad the safeguarding procedures available to them at all times for the safety and well-being of all of our pupils.
- All visitors must agree to either hand in their mobile phones or show staff that they are turned off, whilst in the building
- Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.
- All visitors are expected to behave and speak courteously and politely follow health and safety procedures.
- All visitors are expected to observe the school's 'No Smoking' Policy and 'Confidentiality Policy'.
- All visitors must be made aware of the emergency evacuation procedure.
- In the event of non-compliance, the visitor may be asked to leave and in the appropriate officers of the County Council informed. In extreme cases, the police may be called.