Review date –December 2027

School Motto
God shines within our hearts.
Jesus walks by our side.
The Holy Spirit Gives us strength.

Visitors' Policy

1. Legal framework

1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE 'Keeping children safe in education'
- Childcare Act 2006
- Education Act 1996 1.2.

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy • Health and Safety Policy • First Aid Policy

Introduction

This document is intended to give informative and friendly advice to all those who enter and use

ST Mary's CVA.

The protocol is also intended to ensure that everyone knows the procedures, class lessons are not interrupted, pupil's safety is guaranteed and our relationships with the neighbouring community is not compromised by visitors parking and restricting access to their property.

General Overview

All visitors must report to the school office, give their names, company and purpose of visit.

From there they will be directed to sign in electronically and read the accompanying safeguarding information. Once they have completed the electronic signing in they will receive a name badge which must be worn at all times. Upon departure they will sign out electronically.

Any visitor not wearing a badge will be challenged by staff.

Staff not challenging unidentified visitors will be neglecting their duty to ensure school security and pupil safety.

Remember that infrequent visitors, even parents, volunteers etc. will not be known by all staff and therefore need to be wearing a badge.

Each one of us must be vigilant and report any queries or concerns to a member of staff.

No occasional visitor should be issued with keys by any member of staff.

Occasional visitors should not wedge doors open for their convenience e.g. workmen wishing to bring equipment into school. Workmen coming onto site should be asked about their requirements for door access etc. – if constant access is needed they will have to come to an agreement with the management.

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times

Who is a visitor?

Who is a visitor (these are examples this is not an exhaustive list)	Who is not a visitor
Speakers; priests; parent helpers; some volunteers; students on work experience; those considering teaching;	An employee; a trainee/student teacher; a governor; agency staff; a HCC employee (including Music peripatetic staff); HfL staff; or a contractor.

Parents as visitors

Parents who bring pupils into school after the start of the school day due to hospital, dental appointments, lateness etc. need to go to the school office.

Their child will then be taken to the appropriate class.

They must not – leave their child without seeing the secretary or someone in authority thus ensuring that their child has been handed over into the safety and care of a member of the school staff.

Polite Note

Parents must always follow the signing in procedures, if they have an appointment with a member of staff.

Parents and carers must not walk through the building without reporting to the school office or enter classes during lesson times without prior arrangement, as this could be detrimental to the balance of lessons and the concentration of pupil's and staff alike.

If parents wish to discuss issues with staff they should make an appointment.

Staff are always happy to meet parents and carers after school.

Please avoid lengthy discussions with staff before school as they need to prepare for the children.

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Parents as volunteers

Parents are welcomed into school to assist as volunteers. Parents who are assisting in school as volunteers must follow the signing in process as above.

They may then proceed to the class in which they will be working, which will be by prior arrangement.

Important to note

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Connexions Advisors, Educational Psychologists, Social Workers, Complex Special Needs Team etc. should be wearing the standard Derbyshire County Council visitor's identification badge which states their details and is worn on a ribbon around the neck. They will also follow the same procedure using electronic signing in.

After school hours

St. Mary's CVA has frequent visitors after the official school day i.e. 3.20pm.

It is the responsibility of the member of staff or caretaker to ask these visitors to follow the protocol above, as staff and pupils may still be on site due to after schools' clubs and extended schools' projects.

Therefore, it is important that **ALL staff** are knowledgeable about the Visitors policy. Saint Mary's CVA facilitates Parent and Toddler group, wrap around club, and after school clubs.

These groups should remain in the designated areas of the school.