

## Holy Souls Catholic Primary School Visitors to School Policy.

Our school welcomes visitors to the school and expects all visitors to comply with all school procedures, particularly those in respect of Health & Safety and Safeguarding & Child Protection. This policy seeks to ensure that staff and students are aware that visitors can make an important contribution to the life and work of the school and that visitors themselves can benefit from contact with students and staff.

Welcoming Visitors.

### General Procedures

- All visitors to the school will be welcomed promptly and politely and their experience should be characterised by care, courtesy and respect in line with the school's Mission Statement.
- Staff should where possible inform the office when visitors are expected into school so that arrangements can be made for them to be signed in and directed appropriately.
- Signs outside the main school building direct visitors to the visitor parking area and to the main reception.
- All visitors to the school should report to the main reception where they will be welcomed and instructed to sign in using the visitor book.
- All visitors to the school will be issued with a pre-printed visitor badge which must be worn and be visible at all times whilst in school.
- Visitors will be made aware of the fire evacuation procedures.
- Visitors must be met at reception and escorted through school.
- Contractors will be escorted by caretaking staff to their work area and will be expected to adhere to Health and Safety regulations ensuring that safe working practices are followed.
- All visitors must sign out in the visitor book and return their visitor badge before departing.

### Regular Visitors

- Visitors such as music teachers, supply teachers and sports coaches who have a formal arrangement to come into school on a regular basis will sign in using the procedure outlined above but will not need to be escorted whilst in school.
- The school will verify the identity of such visitors to the school.

### Service Providers

- Visitors from other professional bodies such as Health Visitors, School Nurses and Counselling organisations will be provided with a copy of the school's "Working with Agencies" protocol and the school's distinctive ethos will be explained by the member of staff who has arranged for the service to be delivered.

### Evacuation of the School Buildings

In the event of an evacuation being necessary, for example in response to the fire alarm, visitors will leave by the nearest exit as set out in the Fire and Evaluation Policy. The school policy is to sweep the building in the event of a fire and the visitor book will also be used to assist in accounting for all persons present.

### Breaches of Security

Staff and students know to challenge any visitor on site who is either not recognised or who is not wearing an official school visitor badge. Any person who has not been authorised to be on the school premises will be asked to leave.

### School Opening Hours for Visitors

The main reception will be open for visitors between 8am and 4.00pm Monday to Friday. Visitors will not be admitted to school outside of these hours unless by prior arrangement with a member of staff who must meet the visitor, sign them in, issue a visitor badge and escort the visitor at all times.

### Working With Agencies Legal Framework

National guidance is that external services should be delivered in Catholic schools in a way that is consistent with the beliefs and values of these schools. Any agency, organisation, professional body or service provider will be required to follow the policies of the individual school and respect its ethos.

Agencies must understand the legal obligations upon the Foundation Governors. These are to ensure that formation and Religious Education in the school are based on the teachings of the Church. This obligation is set out in the Trust Deed of the Diocese, sections 21(3) and 21(4) of the Education Act 2002 together with Regulation 8 of the School Governance (Constitution) (England) Regulations 2007 and the Instrument of Government for schools. The Governing Body and the Headteacher will determine who may be allowed to visit the school and they have authority to turn away any visitor with the exception of:

- Law enforcement officers in certain circumstances
- HM Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005)
- the Local Authority in certain Health and Safety circumstances (Section 15(2)(iii) of the Schools Standards and Framework Act 1998)

### What can agencies expect from a Catholic School?

- A welcome acknowledging their expertise and the enrichment it will provide for students.
- Informative, supportive and co-operative relationships through a working agreement.

### What can the School expect from agencies?

All programmes, teachings or activities within the school should be:

- Beneficial to students
- Consistent with Gospel Values and the teaching of the Catholic Church
- Consistent with the school's Mission Statement
- Built on mutual trust and respect

Working Agreement for Holy Souls Catholic Primary School and External Agencies.

Organisation:  
Contact Name:  
Tel:  
Fax:  
Email:

Visitor:

Visiting:

Reason for visit :

Session to be delivered:

Agreed Aims of the Session(s):

Brief description of programme:

Success criteria:

Agreement of understanding:

- I understand that all programmes, teaching or activities within our school must be:
- Beneficial to our students;
- Consistent with the Catholic Gospel values and teachings of the Church;
- Consistent with the school's Mission Statement;
- Built upon mutual trust and respect;

Signed by visitor(s) \_\_\_\_\_ Date: \_\_\_\_\_