



Visitors Policy

Designated Safeguarding Leads in School



Mrs LJ Wostenholme (Head Teacher)



Mrs T Duckworth (Deputy Head Teacher)



Mr K Egan (KS2 Lead and SENCo)



Ms M Taylor (Learning Mentor)

Governor with safeguarding responsibility: Mr D Joyce

Safeguarding Statement:

Saint Mary's RC Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

Visitor Procedures:

All visitors must sign in at Reception

- All visitors will be issued with an appropriate photographic sticker which must be displayed at all times whilst on the site.

- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site unless DBS checked.
- All visitors must sign out at the Reception before leaving the site. Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment please report to the Main Reception and we will try and arrange a member of staff to see you.

Online Safety:

Mobile Phones: to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school.

Visitor Code of Conduct:

Treat everyone with respect.

Provide an example you would wish others to follow.

Remember someone else may misinterpret your actions no matter how well intended.

Do not permit abusive activities such as bullying or ridiculing.

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.

It's best not to do anything for a child that he or she can do for him or herself.

Always tell someone if a child touches you or speaks to you inappropriately. If you are concerned about the conduct of a member of staff during your visit the following actions must take place: Immediately inform the Head Teacher. In their absence, immediately inform the deputy head teacher.

Health and Safety:

Fire:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based.

Accidents and Illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities which are located near the main office and outside the staffroom.