

Sacred Heart Catholic Primary School

Hindley Green



Visitor Policy *(Including Supply Staff, Parents, Contractors, Other agencies)*

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This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

Signed by:		
Headteacher	Date:	
Chair of Governors/Committee	Date:	

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Statement of Intent

This policy is designed to outline Sacred Heart Catholic Primary School policy regarding visitors to our school grounds.

1 Authorisation

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office on 01942 767768
- 1.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 1.3. The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the Head Teacher for a final sign-off before getting back to the visitors and confirming the details of their visit.
- 1.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Head Teacher's authorisation.
- 1.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the Head Teacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of the reception staff or member of the Senior Leadership Team.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

2. Visiting Procedures

- 2.1. All visitors to the school, including parents, will comply with the following procedure:
 - Immediately report to the school reception area on arrival
 - Provide their details to the reception staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
 - Sign-in using the visitors' sign-in screen
 - Display ID badges provided at all times while on school property
 - Sign-out using the visitors' sign-in screen upon departure
 - Return ID badges to the school office before departure
- 2.2. Visitors are made aware of relevant school policies, including that in relation to Health and Safety, Safeguarding and reporting a concern and emergency procedures. See Appendix 1 – Safeguarding concerns , See appendix 2 – Supply Staff Prompt Sheet
- 2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 2.4. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.
- 2.5. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

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3. Exceptions

- 3.1. Visits to the school by contractors are governed by our Health and Safety Policy, Risk Assessment Policy and must sign the Asbestos Register
- 3.2. Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 3.3. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.)

4. Unidentified individuals

- 4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 4.2. Any such visitors will be directed to the school office where they can sign-in.
- 4.3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

5. Visitor Conduct

- 5.1. Visitors to the school will be required to act in accordance with the school's Staff Code of Conduct, Parent/Adult Code of Conduct and other relevant school policies at all times.
- 5.2. Sacred Heart Catholic Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 5.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 5.4. In the event of persistent occurrence of unacceptable behaviour on the school site, Sacred Heart Catholic Primary School has the right to request a banning order from the Wigan Local Authority for the individual in question.

6. Monitoring and Review

- 6.1. This policy will be monitored and reviewed on an annual basis by the Head Teacher and Governing Body.
- 6.2. Amendments to the policy will be communicated to all members of the school community.

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Appendix 1 Safeguarding Advice for Staff, Volunteers and Visitors

SAFEGUARDING IS EVERYONES RESPONSIBILITY

“Working Together to Safeguard Children 2018”

The Schools Designated Safeguarding Lead (DSL) is Mrs Ryding, Head teacher (ext. 209)
The Deputy Designated safeguarding lead is Mrs Lawton (ext. 200) and Mrs Collins (ext. 210)

The School Safeguarding Policy is now available on the school website, if you require a paper copy please ask at the office.

Staff have termly updates, annual training and every three years attend full safeguard training. All staff have read the document “Keeping Children Safe in Education “Part 1

What should I do if I am worried about a child?

If you become concerned about

- *Comments made by a child
- *Marks or bruising on a child
- *Changes in a pupils behaviour or demeanour

Please report to the designated person for safeguarding in school

What to do if a student discloses that they are being harmed

- Listen to what is being said without judgement
- Allow the pupil to talk freely
- Reassure the pupil
- Do not promise confidentiality and explain that you need to tell the DSL in order to get help and support
- Do not interrogate or ask leading questions

- Stress they have done the right thing
- Listen rather than question
- Do not criticise the alleged perpetrator

Immediately record details of the disclosure, including the exact words or phrases used by the pupils. Pass the record to the DSL, include the date and your signature.

WHAT SHOULD BE REPORTED IMMEDIATELY

- **a child has a visible injury**
- **a child has an unexplained injury**
- **a child discloses an incident of a sexual nature**
- **a child is at risk if they were to return home without an intervention**
- **a child is frightened to return home**
- **a child says they are not going home**

It is extremely important that these incidents are given immediate attention and are reported to the DSL straight away.

If in doubt always seek support from a member of staff, colleague or contact social care duty team on 10942 828300

You can also make a referral at <https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/ProfessionalReferralForm.aspx>

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Appendix 2 SUPPLY STAFF PROMPT DOCUMENT

Welcome to our school, listed below are some key information for when you are working here

THE SCHOOL DAY

Children arrive from 8.50 a.m., staff in classrooms from 8:40

Children leave at 3:30pm staff able to leave according to their role (speak to SLT to check)

Early Years Foundation Stage & Key Stage 1	
Morning Session:	9.00 a.m. - 12.00 noon
Morning Break:	10.30 a.m. - 10.45 a.m.
Lunch Break:	12.00 noon - 1.00 p.m.
Afternoon Session:	1.15 p.m. - 3.30 pm
Afternoon Break:	2.30 p.m. - 2.45 p.m.
Key Stage 2	
Morning Session:	9.00 a.m. - 10.15 a.m.
Morning Break:	10.15 a.m. - 10.30 a.m.
Lunch Break:	12.00 noon - 1.00 p.m.
Afternoon Session:	1.00 p.m. - 3.30 p.m.
Afternoon Break:	2.15 p.m. - 2.30 p.m.

Key Personnel

Head Teacher - Christine Ryding ext. 209

Deputy Headteacher - Gillian Thomas ext. 204

Office Manager - Cathy Lawton ext. 200

Key Stage 1 Lead - Zoe Smith ext. 201

Key Stage 2 Lead - Philip Mann ext. 206

Safeguarding Designated Safeguarding Lead - Christine Ryding ext. 209

Deputy Safeguarding Lead - Georgina Collins ext. 210

Deputy Safeguarding Lead - Cathy Lawton ext. 200

Fire Alarm

There is a scheduled fire alarm every Friday morning at 8:40am

Evacuation points for each class are on the wall in each classroom. Classes should walk calmly and quietly to the playground

The laminated class register should be taken outside with the class to check that all children are present.

Class Register

The school uses an electronic register, however, when supply staff are on site we ask them to use the laminated class register. Each classroom has a laminated class register document pinned to the wall; this is to be used to take the register at the beginning of the morning and afternoon session. It is then sent to the school office to be added to the electronic register. This document will then be returned to the class to be put back on display and used in case of an emergency.

Sick Children Routine Make a decision using local knowledge and observation as to whether home should be contacted; then inform the Headteacher and ask the office staff or a class teaching assistant to phone home.

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First Aid Contacts

Qualified First Aider - Abi Hopkins ext. 203 & Denise Davies ext. 202
Paediatric First Aider - Georgina Collins & Leigh Speakman ext. 210
April 2016 all staff completed a one day First Aid at Work Certificate.

Accident Forms

The KS1 & KS2 resource areas have an accident book to log scrapes and minor incidents. A Head injury and or any injury that leaves a mark, an accident form should be completed and a copy of this is sent home with the child. These are kept in the cupboard by the school office. Any injuries that require a hospital visit, a Local authority form must be completed, these are available from the Office Manager, Cathy Lawton ext. 200
Incidents and or accidents that may cause undue distress to child, please consult staff in class to decide whether it warrants speaking to parent at end of school day. There may be some other local knowledge that reflects this decision.

Behaviour

Please read the behaviour policy and note key expectations of behaviour in school. The procedure that we use is a graduated approach; using sanctions within the class, if these approaches do not work seek advice from the following staff before involving the Head Teacher. Serious matters must always be escalated straight to the Head teacher or Deputy Head teacher if she is not on school site.
Deputy Headteacher Gillian Thomas ext. 204
Keys Stage 1 Lead Zoe Smith ext. 201
Key Stage 2 Lead Philip Mann 2016
April 2017 all staff employed at the time completed Team Teach Training

Lockdown

In the case of an emergency the school will be locked down, this will be initiated from the school office and will involve a whistle being blown on the school tannoy system

Marking and Feedback

As a supply teacher/teaching assistant you are expected to mark all work completed during your time in the class, in line with the school policy on marking and feedback. Also please ensure resources in the classroom are as you found them at the beginning of the school day.

Daily Prayer

As a Catholic school we worship together daily either through a simple prayer or an act of collective worship. On display in each classroom are the prayers that are said at the beginning of the day, at lunchtime and at the end of the day. For further information, please speak to the staff working with you so that you can follow daily practice, which may include a child leading the prayers (this may be preferable if you are not used to praying in this way).
Our school Mission Statement is “Grow in the spirit of love and learning”, as a reminder of what we do daily in our school.

Rewards

Each class runs their rewards system differently, please speak to individual class teachers to find out how exceptional work is rewarded. If you bring school stickers or stamps that you wish to give, please outline your expectations to the class on the day.

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