

English Martyrs Catholic Primary School

Policy: Visitors to the School

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Mission Statement

*To achieve the fullness of life through our faith in Jesus Christ by accepting:
the Gospel values:*

- *the uniqueness of each individual created in the image of God*
 - *respecting the whole of His creation,*
- *the pursuit of excellence in every aspect of school life,*
- *and the partnership of parents as valued educators.*

This policy is written with regard to our Single Equality Policy
and other related documents.

Protocol for Visitors to Catholic Schools

This is a Catholic (Aided) School established by the Archdiocese of Birmingham and maintained by Warwickshire County Council. The Trustees and Governors are required to ensure that all visitors must:

- offer a service beneficial to the pupils;
- that all programmes and presentations are consistent with Gospel Values and the teaching of the Catholic Church;
- are consistent with the school's Mission Statement, goals, aims and objectives;
- and built on mutual trust, respect and appreciation of each other.

It is the responsibility of the visitor to ensure that their presentation is in keeping with the requirements of the protocol. Consequently they should raise any queries with the Head Teacher before the start of any presentation.

Statement

English Martyrs Catholic Primary School prides itself on its open and welcoming style. The school appreciates the significant contribution made by the general public in many aspects of school life and views the school as a useful conduit. Nevertheless, whilst we wish to be open and accessible, it is necessary to safeguard children and staff from potential dangers. Visitors are therefore welcome but are asked to respect the simple measures we have put in place to help ensure the safety and comfort of all.

- All visitors must enter via the main entrance / reception area and sign in.
- A badge will be issued which must be worn at all times. On leaving the premises the badge must be returned and the visitor signed out.
- Visitors should read the simple Health & Safety instructions on the badge and follow any safety instructions.
- Any visitor on site not displaying the appropriate school identification badge should be approached politely and their business sought.
- It will be assumed that all visitors are aware of and subscribe to our Confidentiality Policy. This is available from the office and can be found online at www.englishmartyrs.net Admission to the school will be deemed as acceptance of the policy requirements.
- Parents, no matter how familiar with the school must always report to the school office first. Under normal circumstances the school Admin Officer, or another colleague, will collect a child from a class. Parents should not be sent unsupervised to any classroom.
- No visitor, unless on professional business; for example a medical, educational or other professional working as an agent of the school; will ever be allowed unsupervised access to children. This is in line with our Safeguarding Policy.
- Any visitor in regular contact with the school, (defined by the DfES as having three or more visits to the school each month) must in accordance with our Recruitment and Safeguarding Policy, undertake a Criminal Records Bureau Enhanced Disclosure check.
- Contractors are required to follow the usual entry requirements and, unless in possession of a current CRB Disclosure, recorded by the school, must ensure that they are not left unsupervised with children. This is as much in their own interests as it might be for the child.
- Visitor's vehicles must be parked in accordance with school procedures and, as with all personal property, are brought onto school premises entirely at their own risk. The school can accept no responsibility for any loss or damage however caused.