



ST.THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Visitors Policy

Mission Statement

We are a Roman Catholic Community committed to:

- Mutual respect, positive encouragement and participation.
- Recognising the different personal and educational needs of all pupils.
- The delivery of the full national curriculum together with a religious education syllabus approved by the Catholic Church.
- The highest standards of teaching, learning and performance.
- Maintaining a supportive partnership with children, parents, carers, the parish, and the wider community.
- The professional development of all staff.

Aims

At St Thomas' we aim to:

- Ensure that our children are secure and safe from harm.
- Keep visitors safe by ensuring that they are aware of all Health & Safety procedures.
- Make all visitors welcome.
- Ensure that visitors understand their role.
- Help visitors to successfully carry out the purpose of their visit.

Occasional visitors

From time to time we invite people into the school for a specific purpose e.g. to give talks in assembly or to a specific class, carry out sporting activities with children or to help celebrate a particular cultural event such as Divali or Chinese New Year. Other visitors may need access at regular times of the year, such as the school photographer or school nurse.

We will ensure that these visitors:

- Sign in when they arrive and sign out when they leave and wear a visitor's badge.
- Are accompanied at all times and are not left alone with a child (except in the case of the school nurse).
- Are made aware of Health & Safety procedures e.g. fire exits and assembly point.
- Know who to speak to if a Child Protection issue should arise.

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Regular visitors

At St Thomas', we have a large number of regular visitors such as parents, grandparents and sports coaches who come to help with school activities. We will ensure that these regular visitors:

- Hold a current CRB, the details of which will be recorded and held in school.
- Sign in when they arrive and sign out when they leave and wear a visitor's badge.
- Are made aware of Health & Safety procedures e.g. fire exits and assembly point and, if possible at least once during the year, take part in a fire drill with the rest of the school.
- Know who to speak to if a Child Protection issue should arise and are invited to attend whole-school Child Protection training.
- Have been given guidelines as to what is expected of them whilst helping in school e.g. how to hear children read effectively, where resources are located, who to ask for help if they are unsure of anything.
- Are invited to, and made to feel welcome in, the staffroom during break times. **If parent helpers/other regular visitors are in the staffroom, school staff must be aware and exercise discretion at all times.**

Date: January 2019

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