



## Visitors Policy



***Our Mission***

*We will:*

- 1. Love Jesus in all that we do.*
- 2. Aim high so we all reach our potential.*
- 3. Respect and celebrate our differences.*
- 4. Like St Margaret Clitherow, have the **integrity**, **faith** and **courage** to show our love of God to all.*
- 5. Make the best use of our gifts to **serve** God, our Church and those who need us.*

*'Love one another as I have loved you,' John 13:34*



On behalf of all of the children, staff, and governors, we would like to warmly welcome you to St. Margaret Clitherow Catholic Voluntary Academy.

At St. Margaret Clitherow, we believe that every child is special and that 'the child is at the centre of everything we do.' At the heart of

our school is our Catholic faith and we strive to ensure that all children aim high and reach their full potential in everything that they do.

Visitors are warmly welcomed at our school and you may be visiting for a number of reasons. However, it is our responsibility to ensure that the security and welfare of pupils is not compromised at any time.

## Aims and Objectives

This leaflet contains our expectations of you while visiting our school. It gives information about safeguarding and emergency procedures. Please keep this leaflet in a safe place so that you can re-read it if you need to.

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

## Where and to Who the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All supply staff
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g., authors, journalists)
- All governors of the school
- All parents and volunteers
- All pupils
- Other Education related personnel
- Building & Maintenance and all other independent contractors visiting the school premises.

## Who to Report to When Visiting

All visitors to the school will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors). They must follow the procedure below:

- Once on site, all visitors must report to reception first
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in using the sign in system.

- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible
- for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

## Departing from School

On departing the school, visitors MUST:

- Be escorted to reception by their point of contact
- Sign out using the signing out system.
- Return identification badges to reception.

## Staff Conduct

All visitors to our school, will adhere to our staff conduct policy. A copy can be found in the school reception and online here: [Our Policies - St. Margaret Clitherow Catholic Voluntary Academy \(st-margaretclitherow.nottingham.sch.uk\)](https://www.st-margaretclitherow.nottingham.sch.uk)

If you are concerned about the conduct of a member of staff, the following actions must be taken:

Immediately inform the Headteacher – Sarah Sweeney McGinty in person or by email.

Any concerns regarding the Headteacher should be reported directing to the CEO of OLOL Trust – Mr James McGeachie.

# Safeguarding

If you have any safeguarding concerns about a child, please alert a member of the safeguarding team (see front of this leaflet), as soon as it is appropriate to do so.

If a child makes a disclosure to you:

- React calmly and make time for the child to talk.
- Listen carefully to the child and remember their words.
- Do not promise to keep the disclosure a secret and tell the child you will have to tell someone.
- Do not ask leading questions or make personal judgements.
- Tell a member of the safeguarding team.
- Record the disclosure and pass on the written recording to the member of the safeguarding team.

**Receive → Reassure → React → Record**

If in doubt **ASK, DO NOT** leave the school without telling someone your concerns.

## First Aid

There are several First Aiders in school. Please ask who the First Aiders are in the area you are working in. For any accident, please follow the school First Aid procedures.

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the

emergency services. They will remain on the scene until help arrives

- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the office manager will contact parents/carers immediately
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- The closest member of staff will always seek the assistance of a qualified first aider in the event of a head injury (even minor) and possible broken bones.
- All accident forms will be passed directly to parents by the class teacher or First Aider with a brief description of the accident and injury.
- The school office will phone parents/carers as soon as possible after the accident occurs for all head injuries (even minor) and possible broken bones. If the parent/carer do not answer after three attempts, an email will be sent.
- All head injuries (even minor) and possible broken bones will be reported on CPOMs by the class teacher or first aider as soon as possible after the accident occurs to alert the senior leadership team.

## *Fire Procedure*

Please familiarise yourself with the layout of the school and take notice of where the Fire Exits are. There is a detailed fire plan near each fire exit.

If the fire alarm sounds, please observe the following procedures:

- Leave the classroom or work area by the designated exit or whichever is the quickest and most logical route.
- Make your way to the evacuation point which is on the school field where a roll call will be done. Please report to the office manager.
- DO NOT re-enter the building until told to do so by the Fire Officer.

## *If You Discover a Fire*

1. Sound the alarm.
2. Ensure the area you are in is clear of all children, staff and visitors.
3. Inform the fire officer (Maddie/Cara) that a fire exists and they contact the fire brigade.
4. Do not attempt to fight the fire.

## *When the Fire Alarm Sounds*

If you hear the fire alarm, your responsibility is to the children you are with at the time. You need to:

- Calmly take the children you are working with at the time to the nearest fire exit and take them safely out the building. Get children to line up, walk and in silence.
- At the assembly point, on the field, children should line up in a boys line and a girls line. The teacher will then take the register to allocate all children.
- If someone is missing from your class/group, inform the fire office immediately.

- When everyone is accounted for, the fire office or SLT will dismiss the children and adults when it is safe to do so.