

Mother Teresa Catholic Academy Trust
St Mary's Catholic Primary School
Learning and loving on our journey with Jesus.



To the greater glory of God

Visitors Policy

Date policy last reviewed: October 2024

Signed by:

Rosemary Akehurst

Sue Matthews

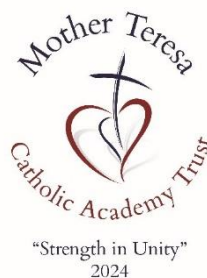
Headteacher

Chair of governors

Date:

Date: Governors

Awaiting Ratification from



Introduction

At St Mary's Catholic Primary School we recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership we welcome and encourage parents/carers to participate fully in the life of our school. We welcome parents and visitors to our schools.

Aims

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about their expected conduct. This is so we can continue learning and loving on our journey with Jesus in an atmosphere of mutual understanding.

In this policy "school premises" shall include the school buildings and grounds and the immediate vicinity and any place where a school activity is taking place, for example another school or recreational facility where a school sports match is being played or where pupils are taking part in some other school related activity.

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

- We welcome all parents and visitors to St Mary's Catholic Primary School. Parents and visitors are required to report to the office entrance and sign in.
- All visitors must wear a visitor's badge.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- St Mary's Catholic Primary School reserve the right to refuse entry or terminate a visit at any time.

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure). If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and visitor will wear a badge issued by the organisation holding their DBS clearance.

People working with contractors- builders, gardeners and people working on computers or other equipment

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge.

They are to be supervised while children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them. All visitors who do not have a current DBS, must be accompanied by the appropriate staff member at all times when the children are on the premises.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility.

We expect parents, carers and visitors to:

- Respect the caring ethos of our school
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Talk politely and respectfully towards each other at all times.
- Avoid using staff as threats to admonish children's behaviour.
- Use the correct school entrances for parents and visitors.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Making impolite and disrespectful comments
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carers or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Complaining about a particular member of staff not being available where no appointment has been made.

- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on school property.
- Making an audio or video recording of any activity in school (including a meeting) without written permission from the school. The purpose of this is to protect the privacy and personal data of pupils, staff and other parents and visitors to the school.
- The use of any video or audio conferencing applications are forbidden in any meeting with school staff, which for the avoidance of doubt includes parent evening events, unless approved in writing by the Headteacher and with the full agreement of all those expected to participate.
- Bringing an animal other than a service/aid dog on to school premises without written permission from the school.

Should any of the above behaviour occur on school premises the school may:

- Require the visitor to cease the behaviour immediately and to apologise as appropriate; and/or
- Require the visitor to leave the premises; and/or
- Report the behaviour to appropriate authorities; and/or
- Ban the offending visitor from entering the school premises for a period time
- Any ban imposed may be subject to exceptions, for example the visitor may be banned from school premises except when specifically invited

This policy will be reviewed in October 2025