



Visitors to the School Policy

The following policy has been developed by the Staff and Board of Management of St. Mary's NS and supports the school's Child Safeguarding Policy and Risk Assessment.

1. All visitors to St. Mary's NS must report to the main reception, secretary's office and sign in the Visitors Book, stating the nature of their visit and time of arrival.
2. No persons may proceed past the Secretary's office without prior permission.
3. The Principal must be made aware of any visitor who will be working with children or within the classroom before the activity can commence.
4. Visitors to classes for specific purposes of contribution to topics, relating experiences etc. are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Principal prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption.
5. Contractors must ensure they liaise with the Senior Managers of the school with regard to health and safety issues. E.g. where pupils will be working, walking etc. and when.
6. All visitors working with the children must be made aware of the school's Child safeguarding Statement.
7. A teacher must be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures are followed.
8. All visitors must sign out in the Visitors Book when leaving the school in case a register had to be taken e.g. fire drill.
9. Any visitor not recognised by staff in school will be questioned and if necessary calmly asked to leave.
10. Visitors are not allowed access the school from **11.00am – 11.20am** and **1.00pm – 1.20pm** each day.
11. If a pupil needs to leave early, a letter should be sent in to the Class Teacher beforehand from his/her parents.
12. When collecting a child early from school, the parent should report to the school office and the child will be signed out in the Absences during school Day Record book.
13. The parent can then wait outside the office while the secretary or another staff member collects the child from the classroom.
14. On returning the child after the appointment, the return time will be recorded in the Absences during school Day Record.

