

# St. Joseph's Roman Catholic High School



## Visitor Procedure

## Safeguarding Procedures for Visitors & Contractors

To ensure that we are protecting our children and following 'Safeguarding' guidelines the following procedures must be followed at all times:

- **All** visitors (including contractors and supply staff) must only enter the school via main reception area.
- **All** visitors (including contractors) to school must report to reception and provide original photographic I.D (i.e. Passport / photo driving licence). They will then be signed in by reception staff and given relevant visitor badge/lanyard (i.e. red or green lanyard).
- All visitors must be issued with a copy of the school 'Visitors Code of Conduct'.
- Regular visitors to school, supply staff and those working directly with pupils (those who will be left unaccompanied) school must ensure that all necessary 'Safeguarding' checks have been completed and that they are recorded on the school Single Central Record. Staff must check with Mrs Moore, Mrs Currass (or a member of SMT in their absence) that the necessary checks have been completed if they have a visitor in the above category. These visitors will be issued with a **green lanyard. This must be done before visit.**
- All contractors must sign in and out at reception and produce photographic I.D. and have previously provided school with a signed copy of their 'Safeguarding Policy' which is recorded on the school Single Central Record, again this must be checked with Mrs Moore, Mrs Currass or a member of SMT in their absence. **UNDER NO CIRCUMSTANCES MUST THIS BE CIRVENTED.**
- **ONLY VISITORS TO SCHOOL WHO HAVE UNDERGONE ALL SAFEGUARDING CHECKS WHICH ARE RECORDED ON THE SCHOOL SINGLE CENTRAL RECORD CAN BE LEFT UNACCOMPANIED AT ANY TIME (THESE PERSONS WILL BE ISSUED WITH A GREEN VISITOR LANYARD). ALL OTHER VISITORS MUST BE ACCOMPANIED BY A MEMBER OF STAFF AT ALL TIMES, INCLUDING VISITS TO SCHOOL HYGIENE FACILITIES. VISITORS IN THIS CATEGORY WILL BE ISSUED WITH A RED VISITOR LANYARD.**
- Staff must ensure that any events or activities that they are organising which will take place on school premises during the school day must have all relevant safeguarding checks completed beforehand. If in doubt please check with either Mrs Moore or Mrs Currass, please bear in mind that these checks can take several weeks to complete so allow adequate time.
- All contracts must be shown a copy of the school Asbestos Survey and sign a copy of the Asbestos Register (this is kept in reception).

## Visitors Code of Conduct

This Code of Conduct applies to all visitors to school such as supply teachers, contractors, volunteers, etc.

### Code of Conduct

- All visitors to school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way.
- Must follow school Health & Safety procedures (emergency evacuation procedures are included in visitor badges).
- During the course of a visit to school visitors may become aware of confidential information concerning students and staff. All such information must be treated as strictly confidential and a breach of such confidences will be regarded as serious misconduct.
- Any breach of confidentiality associated with the terms of the Data Protection Act 1998 could result in a civil action against you for damage in addition to any disciplinary action, which would be taken by your employer.
- Individuals must not reveal to anybody outside school, personal information they learn in the course of their work or visit.

### **VISITOR PROCEDURE**

- All visitors must sign in at reception.
- All visitors must show photographic identification to reception staff.
- Visitors will be issued with relevant identification lanyard and visitor badge (please see information below).
- Visitors are to be given a copy of 'Visitor Code of Conduct'.
- Visitors to site who are not registered on the school 'Single Central Record' will be issued with a red lanyard. **These visitors must be accompanied at all times without exception.**
- Visitors to site who are registered on the school 'Single Central Record' (all safeguarding checks have been completed and recorded) will be issued with a green lanyard. Visitors who fall into this category may be left unattended.