



St Peter's Catholic Primary School

Policy regarding visitors and outside agencies

St Peter's Catholic School is at the heart of a Christ centred community where every person's uniqueness is celebrated with joy and truly valued. We foster caring, supportive relationships based on mutual respect and love. We embrace the different communities to which we all belong – home, school and parish, as well as our local, national and global families. When we welcome the child, we welcome the family. We strive for excellence in all we do; to be the best that we can be.

At St. Peter's Catholic Primary School we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time we recognise the importance of proper regard being given to work in the school. For the purposes of this policy we define visitors as being all those on the school site who are not employed by the school. By this definition parents accompanying children to and from school, or helping with classroom activities, are visitors. All volunteers who help regularly in school are asked to undergo an enhanced DBS check.

St. Peter's Catholic Primary School is committed to making use of appropriate external agencies that can contribute to the education of our children. Visitors can bring specific expertise and knowledge that can enrich the curriculum and pupils can gain much from a visitor's input. All visitors, including contractors, are asked to sign in at reception in the visitors' book. Smoking is strictly prohibited anywhere on the school site, at any time. This applies to those hiring the premises, and to those working with other site users.

In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, which is posted in each room.

The Headteacher has the right to seek the removal and to prohibit from the school site any person whose presence constitutes a risk to the safety or well-being of any member of the school community.

During the Covid-19 pandemic, visitors are only permitted on the school site after prior discussion with the Acting Headteacher. Students and volunteers are not to work in classrooms with children during the pandemic, so that contacts with children and staff are reduced.

During an OFSTED inspection or denominational inspection, students and volunteers are not routinely expected to carry out their work with children. Individual discussions will take place between class teachers and the headteacher about whether each particular student or volunteer would be expected to be on the premises during the time of the inspection.

Katherine Ryan

June, 2020

Review in June, 2024