



School Visitor Policy

November 2024

'...these three remain: faith, hope & love; and the greatest of these is love.' 1 Cor 13:13

Rooted in faith, family & friendship.
Growing in hope & aspiration.
Flourishing in love.

friendship ★ hope ★ compassion ★ forgiveness ★ trust ★ thankfulness



SCHOOL VISITOR POLICY

St Anne's CE Primary School is committed to providing a safe environment for all of our staff, students, contractors and visitors.

THE SCHOOL'S RESPONSIBILITIES

We have a duty of care to ensure the health, safety and wellbeing of our staff and students, and contractors and visitors to our site.

FIRE EVACUATION PROCEDURES

All visitors and contractors must familiarise themselves with the St Anne's evacuation and invacuation procedures. You should ensure you know the evacuation routes and emergency exits in the area you will be using. Fire notifications are displayed around school.

REPORTING OF ACCIDENTS & FIRST AID

St Anne's Primary School is committed to maintaining a safe environment. All accidents, injuries or near-misses that occur on our premises must be reported to the office and referred to a first aider, if required, who will complete an log on behalf of the injured person. This will ensure the appropriate treatment can be provided and actions can be taken to prevent similar incidents re-occurring.

SAFEGUARDING & CHILD PROTECTION

St Anne's Primary School is committed to safeguarding and promoting the welfare of the children in our school. We expect all staff, visitors, and contractors to share the same commitment and act accordingly.

Irrespective of your association with the school, we request that you abide by our policies and procedures which are in place to keep everybody safe.

If at any time during your visit to the school you have a concern about the safety of a student you encounter, you should report this to the Designated Safeguarding Leader immediately. Please report anything that causes you concern no matter how minor it may seem.

Designated Safeguarding Leaders are:

- Mrs Elizabeth Hindmarsh (Headteacher) (Looked After Children & Prevent Lead)
- Mrs Natalie Slight (Deputy Headteacher & Domestic Abuse Lead)
- Miss Lauren Birch (Acting Assistant Head)
- Miss Justine Marshall (Pastoral Lead)

Visitors and contractors should report to the office and will be asked to sign in and out using the Sign In system. You will be issued with a visitor lanyard which must be displayed at all times. You will then be collected from reception by a member of the school staff.

St Anne's Primary School is protected by CCTV.

EQUALITY

St Anne's Primary School will not tolerate any form of behaviour or activity that presents extremist views or discriminates, for example, on the grounds of gender, marital status, family responsibilities, sexual orientation, race, nationality, religious beliefs, ethnicity or disability.



SCHOOL VISITOR POLICY

If at any time during your visit to St Anne's Primary School you have a concern about an issue regarding prejudice or discrimination, please report this to a member of senior leadership team immediately.

Contractors and visitors must:

- Take care not to endanger yourself, your colleagues or others affected by your work.
- Comply with the Health and Safety legislation and our school policy.
- Report all accidents, incidents or dangerous occurrences.
- Ensure good housekeeping and maintain a clean and safe working environment.
- Be aware of and act in accordance with our emergency procedures.

RISK ASSESSMENT

Section 2 of the Health and Safety at Work Act, 1974, requires a 'suitable and sufficient' risk assessment to be prepared for all work activities. St Anne's expects all contractors to have risk assessments for all activities carried out on the premises.

Any questions or concerns regarding this policy should be made to:

Name: Elizabeth Hindmarsh
Role: Headteacher
Date: 14.11.2024