



St. Anne's Catholic High School for Girls

PROTOCOL FOR VISITORS TO THE SCHOOL

Welcome to St. Anne's

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all our students and endeavour to provide a safe and welcoming environment where all are respected and valued.

You are asked to read and abide by the following protocol at all times during your visit. This is to protect both you and our students and to ensure that your visit to the school is a positive experience. We ask that you:

- Pre-arrange your visit to the school, wherever possible
- Report to reception on arrival and do not enter the school via any other entrance
- Follow any parking instructions you may be given. If you need to use or move the vehicle during your visit, drive with extra caution while on the premises
- At Reception, explain the purpose of your visit and state who you have come to see. You will be asked to produce formal photographic (wherever possible) identification.
- You will be asked to sign the visitors' record book
- A visitors' badge or lanyard will be issued to you and you should ensure that you wear it, displayed prominently, at all times
- You will be asked to wait in the reception area until you are met by an appropriate member of staff to be escorted to your destination
- Unless it is a legitimate part of your visit to the school, if you find yourself alone with students, you should report to a member of staff or reception
- Do not wander around the school unnecessarily
- Ensure that your mobile phone is kept on your person at all times. Ensure that neither your phone nor any other equipment you may have with you can be accessed by students
- Always use appropriate language and behaviour with students and adults
- Do not smoke on the school premises or anywhere when with students
- Ensure that you read and/or follow any other information that may be given to you, or drawn to your attention, by the school, for example in relation to safeguarding and health and safety
- If you have any concerns regarding a student inform our reception staff before leaving the building, and they will contact an appropriate member of staff
- On departing the school, leave via reception; signing out of the visitors book and returning your visitor badge or lanyard and be seen to leave the premises

THANK YOU