



## ST ALOYSIUS' COLLEGE

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# Visitor Policy

## St Aloysius' College

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### **Introduction**

St Aloysius' College welcomes parents and other visitors\* to the School. However, at the same time we have a legitimate interest in Safeguarding and protecting the safety and welfare of our pupils and staff members. The control of visitors is a fundamental part of our safeguarding of all at the College.

Staff should seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with any such information as may be necessary to ensure and enhance a cooperative relationship between home, school or the wider community.

#### Objective

To have in place a clear protocol and procedure for the admittance of external visitors to the College which is understood by all staff, governors, visitors and parents and conforms to Safeguarding and Child Protection Policy. If you are responsible for any visitor please familiarise yourself with the Visitor Policy.

### **Protocol and Procedures**

- All members of staff are required to wear their name badges at all times.
- Parents and visitors are required to report to the school reception desk and sign the Visitors' Book (kept at reception at all times) with the exception of P1 parents/carers at the end of the school day. Parents and visitors should not enter the school via any other entrance.

- At reception, all visitors including parents, must state the purpose of their visit and who has invited them.
- All visitors, including parents, will be required to wear an identification badge. Anyone who is not a current pupil or teacher must follow this protocol.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Parents, carers and prospective parents visiting the school must be accompanied at all times.
- Any visitors on site who are not recognized, or who are not appropriately badged will be politely approached and accompanied to the reception desk for registration.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head Teacher and Safeguarding Officer should be informed promptly and will consider the situation and decide if it is necessary to inform the police.
- The College reserves the right to refuse entry or terminate a visit at any time.
- Visitors when leaving, should be escorted to main reception and enter their departure time in the Visitors Record Book alongside their arrival entry.
- All pupils should be advised on stranger awareness. Pupils will be made aware of this policy and given instructions on who to contact if they see an unidentifiable person on the premises.

\* Definition of Visitor

A person on the College premises who is not a member of staff or a current pupil. This would include former pupils, parents, casual workers, external agencies, maintenance personnel, volunteers, guest speakers and work experience staff - this list is by no means exhaustive.

Policy Owner: Isabelle Erskine

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This policy will be annually reviewed by: Isabelle Erskine