

SAINT CATHERINE'S COLLEGE

Coláiste Chaitríona, Ard Mhacha



**VISITORS' /VOLUNTEERS'
POLICY**

Rationale

Saint Catherine's College assures all visitors of a warm, friendly and professional welcome to the school, whatever the purpose of their visit. The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned. It is therefore a requirement that ALL VISITORS/VOLUNTEERS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's/volunteer's escorted departure from the school site.

Policy Responsibility

The school's Safeguarding Team, comprising a Designated Teacher and four Deputy Designated Teachers for Child Protection, is responsible for the implementation, coordination and review of this policy. All breaches of this procedure must be reported to a member of the school's Safeguarding Team and to the Principal.

Aim

The ultimate aim is to ensure that students at St Catherine's College can learn and enjoy curricular and extracurricular experiences in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of visitors/volunteers to the school which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the school
- All external visitors/volunteers entering the school site during the school day or for after school activities (including peripatetic tutors, parent supervisors, sports coaches, and topic related visitors e.g. authors, journalists).
- All governors of the school
- All parents (excluding those collecting pupils from school) and volunteers
- Other education related personnel
- Building/ Maintenance /Deliveries and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Revised Feb 2020

Members of School Staff

All members of staff are easily identifiable by photographic identification which they are required to wear at all times. In addition, staff identification lanyards also include a fob which unlocks doors around the school which enhance site security.

Visitors to the School

All visitors/volunteers to the school must follow the procedure below.

- Once on site, all visitors must first report to reception either in the Main Building or in Coláiste Chaitríona. No visitor should enter the school by any other point.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors to Coláiste Chaitríona will be asked to sign the Visitors' Book which is kept in reception at all times, making note of their name, organisation, point of contact in school, time of arrival, car registration number.

All visitors to the Main School Building will be asked to register their visit using the digital sign in system which will take a photograph of the visitor and generate an identification badge for use on the visitor's lanyard.

- All visitors will be required to wear their identification badge on a lanyard and must remain visible throughout their visit.
- Visitors will be alerted to information regarding fire safety evacuation and child protection procedures within the school.
- 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. Visitors will not be given access to the school unaccompanied.

Volunteers to the School

- Volunteers report to Mrs Moore, Pastoral Vice Principal and Line Manager to Volunteers, on first visit to the school.
- All necessary documentation will be processed by Mrs Corr, School Secretary, prior to the commencement of voluntary work.
- All volunteers will be required to wear an identification badge issued by digital sign in system (Main Building) or by IMU personnel (Coláiste Chaitríona). This badge must remain visible throughout their visit.
- Volunteers are asked to sign the Volunteers' Book before making their way to their designated area of the school.

Visitors'/Volunteers' Departure from School

On departing the school, visitors/volunteers MUST leave via reception and:

- enter their departure time in the Visitors'/Volunteers' Book alongside their arrival entry
- return the identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is unaccompanied by staff and not wearing an identity badge should be

- challenged politely to enquire about their identity and the reason for their visit.
- escorted to reception to sign the visitors' book and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply.

In the event of the visitor refusing to comply, they should be asked to leave the site immediately and the Principal (or any Senior Leader should the Principal be unavailable) informed promptly.

The Principal / Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Visits by outside agencies

Any member of staff wishing to invite someone into the school to work with our students must:

- confirm the visit in writing and enclose in the correspondence a service level agreement and a written statement of our school ethos/Mission statement.
- liaise with Mrs Corr (Main Office) to ensure that the appropriate vetting arrangements have been put into place
- request from the external agency evidence of their accreditation if necessary and a copy of their Mission statement, if applicable.

Staff Development

This policy was presented to staff for the first time at their pastoral training session in August 2013 and has been placed on the staff Pastoral Handbook section of Private documents for reference by staff throughout the year.

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection Policy
- Health and Safety Policy
- Fire Safety Policy

Policy Devised: June 2013
Policy Adopted: September 2013
Policy to be reviewed: Annually

Revised Feb 2020