

# St David's High School



## Visitors Policy

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at or visiting the school by observing the following guidelines –

At St David's High School the health, safety and well-being of students is of paramount concern to us. We listen to our students and take seriously what they tell us. Our aim is for children to enjoy their time as students in this school. We want to work in partnership with parents to help each child achieve their full potential and make a positive contribution to the world they will be part of in the future.

Our Safeguarding Policy can be found on the Policies page of our website.

However, please be aware;

- If you have any concerns that a student may be at risk of harm report it immediately to the Senior Designated Person for child protection who can be contacted via the main office. Do not discuss your concerns with the student and do not carry out an investigation.
- Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit.
- Do not give any personal information to students such as your mobile number, personal email or address.
- Do not engage in any communication with students using social networking sites

## **First Aid**

We have several first aid staff, please alert a member of staff if you feel unwell and they will call for assistance for you. Alternatively, please go to the school office.

## **Health and Safety**

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow and health and safety guidelines that may apply.

## **Smoking**

St David's High School is a non- smoking school – this includes e-cigarettes. Please **DO NOT** smoke on site.

## Photographs

Before taking any photographs on site permission must be sought from either the School Business Manager or the Office Manager.

## Security

All visitors, supply staff, student teachers and contractors coming into the school must report to Reception (main building).

As a visitor you will be asked to sign in and be issued with a badge which must be worn prominently so that staff and students can see you are a visitor. Depending on the circumstances you may also be asked to show any identification and your DBS certificate.

If you are a regular visitor to the school you will need to sign in on each occasion. When you leave the site please ensure that you sign out and return your badge.

## Fire and Evacuation

If you have a host they will explain and guide you through any emergency procedures. If you are in school for the day please ensure you read the evacuation notice in the room you are in. If the alarm sounds for any reason follow the instructions. If you evacuate, the assembly point for visitors is on the area outside of the main entrance. If you have students with you please ensure they leave quickly and calmly with you.

## Parking on site

If you need to visit the school during the day you must park in the designated visitor's spaces and not drive up to the main office. Please adhere to all the traffic signs on site.

***We hope that your visit will be enjoyable, informative and safe.***

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Staff can be identified easily as they all wear badges. Please wear your visitor's badge at all times when on site. Please return the badge and sign out when leaving.