



# St Anne's School and Sixth Form College

## Visitor Policy

This policy was adopted in the Spring Term 2014, and updated Autumn 2018

### 1. INTRODUCTION

At St. Anne's School and Sixth Form College we are committed to the safety and wellbeing of all our pupils, students, staff and visitors. We would therefore appreciate your co-operation in assisting us to maintain a safe and secure environment.

Visitors to the school and the residence must be identified before signing in. Visitors will be issued with an ID badge that they are expected to wear at all times when on site.

- If you carry a mobile phone you will be asked to turn this off and not to use any photographic equipment unless accompanied by a member of staff who will then authorise this.
- If you become aware of any concerns during your visit please inform the member of staff who is assigned with you.
- Around the school and residence you will find information about the school / residence safeguarding officers, you will be asked to read a brief introduction into reporting concerns.

In the interests of safety and safeguarding whilst you are visiting the school premises will you please observe the guidance on this sheet at all times.

### 2. SAFETY

Stay with your assigned member of staff at all times; should you become separated please report to the school reception area.

Wear your visitor's badge prominently and return to reception to sign out before leaving the premises.

Smoking is not allowed anywhere on the school site.

### 3. FIRE

If you hear the fire alarm the assigned member of staff will direct you to the nearest fire exit.

If you hear the fire alarm, please report to the main fire assembly point on the lower school playground area / sixth form outside area (depending on your location at the time) where your presence can be accounted. You must wait in this area until you are told that it is safe to re-enter the building.

#### 4. ACCIDENTS / INCIDENTS

If you or anyone with you requires first aid for any reason please ask the member of staff accompanying you to contact a first aider.

All accidents to visitors will be recorded by a member of staff.

#### 5. REFRESHMENTS / TOILETS

All toilet areas are clearly signposted, including disabled facilities.

Tea and coffee for visitors' use are clearly labelled in the staffroom in school, and upon request in the residence .

#### 6. FEEDBACK

We hope your visit is enjoyable. We welcome feedback from all visitors to the school and residence.