

Policies and Procedures

The following policies and procedures are in place for the protection of all staff, pupils and visitors:

Child Protection and Safeguarding Policy

– This policy ensures that pupils are kept safe, and that procedures are in place for dealing with allegations.

Health and Safety Policy – This policy ensures the risks to the health and safety of all staff, pupils and visitors is minimised.

Evacuation Procedure – The evacuation procedures are located in prominent places around school should we be required to evacuate the premises in the event of an emergency.

Smoke-free Policy – This policy prohibits smoking or vaping on our school site – if you do smoke, please ensure that all cigarettes and vapes are used away from the school premises.

Visitor Policy – This policy details the procedures that you must adhere to whilst visiting the school.

Mobile Phones – We ask that mobile phones and tablet usage is kept to a minimum while on-site and that visitors do not use mobile phones on site, without the express permission of the Executive Headteacher.

Please ask a staff member for further information or visit our website for further information.

Visiting Arrangements and Information

When you arrive at the school, please report to the **reception** where you will be handed a visitor's lanyard and asked to sign in. Upon leaving the school, please ensure that you return this lanyard and sign out.

Visitor lanyards are 'red'.

Staff lanyards are 'green'.

Once you have signed in, a member of staff will be on hand to answer any queries you have and to make you aware of fire exits and the location of school facilities.

Car parking is available on the school site at St. Joseph's Catholic Junior School and there is street parking at St. Joseph's Catholic Infant School.

At St. Joseph's Catholic Infant School, staff toilets can be found in the **staff room, main corridor** or beside the headteacher's office and we politely ask that you only use toilets that are not used by pupils.

At St. Joseph's Catholic Junior School, staff toilets can be found in main corridor.

Health and safety

The health and safety of our pupils, staff and visitors is extremely important. We require all visitors to act in accordance with the **Health and Safety Policy** at all times and be mindful of any hazards that may be present.

If you or someone else is injured during your visit, please report this to the **respective administration teams**, who will be able to ensure the appropriate action is taken. If someone requires immediate emergency or lifesaving treatment – dial 999.

Visitor Information



welcome

Thank you for visiting **St. Joseph's, Birtley**, we hope you have a pleasant experience.

We are politely asking that all visitors take a moment to read the information in this leaflet to ensure that you are kept safe and comfortable whilst visiting our school, and to ensure we are meeting our responsibilities with regard to health and safety for all staff, pupils and visitors.

Please also ensure that you have read and understood our **Safeguarding and Child Protection Information Sheet for Visitors**.

Fire Safety

The fire assembly point is located on the rear fence in the respective school yards. If the fire alarm sounds during your visit, please report to this location and make yourself known to the **school office team**.

If you require assistance with evacuating the building, please ensure that you make a staff member aware of this, upon arrival.

In the event of the fire alarm sounding:

- Make your way out of the building immediately by following the fire exit signs.
- Leave any belongings behind.
- Once outside, head towards the fire assembly point.
- Do not enter the building again until you are informed that it is safe to do so.



Behaviour and Conduct

We ask that all visitors model good behaviour when on the schools' sites – our school reserves the right to remove any individual who exhibits unsavoury behaviour or conduct.

Please ensure that you:

- Abide by the Smoke-free Policy.
- Only engage in a level of contact with pupils that is suitable for the purposes of your visit.
- Use appropriate language.
- Do not take photographs without the subject's permission and ensure any photography is checked and verified by a member of the senior leadership team.
- Make the school completely aware of the purpose of your visit.
- Report any safeguarding concerns or incidents to the DSL.
- Treat everybody with respect and dignity.



Key School Contacts

If you have any queries or need to contact someone during your visit, please contact the following people as applicable to your concern:

For general queries and concerns:

Miss E. Hall or Mrs L. Handley

(Infants Administration) (Junior Administration)

For safeguarding queries and concerns:

Mrs K. Swaddle - Designated Safeguarding Lead
(Executive Headteacher)

For fire safety queries and concerns:

Mrs K. Thornton (School Business Manager), or
Mr George Waugh, (Caretaker).

For first aid queries and concerns:

Mrs E. Conery (Teaching Assistant), Mrs E. Fuery
(Teaching Assistant) or Miss C. Angus (Higher
Level Teaching Assistant)

For health and safety queries and concerns:

Mrs K. Thornton (School Business Manager) or
Mr George Waugh (Caretaker).

