



St Mary's Catholic Primary School

Haig Avenue, Leyland. PR25 2QA 01772 422431

www.st-marys-leyland.lancs.sch.uk

email: bursar@st-marys-leyland.lancs.sch.uk

At St Mary's we live and learn sharing God's love

Visitor Policy

Welcome to St Mary's Catholic Primary School

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met. Throughout the year, hundreds of people visit the school. They range from parents, supply teachers, health workers, technical support staff and representatives of other external agencies through to salespeople and contracted workers dealing with repair, maintenance and building matters.

The information below is provided to all visitors to the school. All our procedures aim to keep our pupils and staff safe and is based on Ofsted guidance relating to safeguarding. Copies of all policies can be viewed in the school office.

Basic Details

Address:	St Mary's Catholic Primary School Haig Avenue Leyland PR25 2Q
Headteacher	Mrs Louise O'Mahony
Chair of Governors	Professor Steven Broomhead
Telephone	01772 422431
Email	bursar@st-marys-leyland.lancs.sch.uk

Entering and Leaving the School

All visitors must enter the school through the main entrance which is signposted. Please ring the bell at the reception window and ensure you sign in on arrival and sign out when you leave - this is essential for security and safety reasons. The school office is manned from 8.15am to 3.30pm. Once you have signed in and been issued with a visitor's badge, please wait in the reception area until the person you are meeting comes for you. Under no circumstances should you access school by yourself.

Mobile Phones and Photographic Equipment

The use of mobile phones and photographic equipment is strictly prohibited. If you need to make a call on your mobile, please do so outside of the front entrance.

Driving and Parking on School Premises

The main school entrance is located off Haig Avenue. Parking is always difficult and we advise all visitors to park in the layby outside of school. Please drive as slowly as possible on Haig Avenue. Some of our pupils may have sight or hearing impairments, learning difficulties or restricted mobility. Drivers of delivery vehicles should take extreme care at all times, especially when reversing.

Identifying Yourself and Contact with Children

In normal circumstances visitors will move about school in the presence of a 'known' member of staff. If, at any time, you are asked to identify yourself, please do so with good grace indicating which member of staff you are linked to and the purpose of your visit. We trust that you will embrace the spirit of our 'better safe than sorry' approach.

Our pupils are naturally curious and friendly but we don't want them to be put at risk, nor do we want visitors inadvertently to place themselves under suspicion. You are advised to limit your contact with pupils unless your visit is specifically linked to working with them; for example, supply or trainee teachers, mentors, outside speakers or health professionals.

If you are visiting school to work in some capacity with our pupils, you will either follow relevant professional codes of conduct (e.g. for supply or medical staff) or appropriate guidelines on contact and supervision will be discussed with you beforehand. If you have any concerns or are unfamiliar with codes of practice, you have a responsibility to inform the link person you are seeing at the start of your visit. They will run through these with you and will answer any of your queries. If necessary, please familiarise yourself with the school's rules and guidelines on sensitive issues including confidentiality and disclosure. If you have any child protection concerns during your visit, please speak immediately to Mrs Julie Beard, Mrs O'Mahony or Mrs Sayers – the Designated Senior Leads for safeguarding.

Parents visiting the school must first contact the office. Parents are not allowed to take a child from school without this being recorded in the pupil 'signing in/out' book. Parents and carers are respectfully requested not to access the corridors or accompany their children in to school, unless invited to do so by a member of staff.

Fire Escape Instructions and other Health & Safety Issues

Please familiarise yourself with the fire escape signs and instructions displayed around the school. If the fire alarm bell goes, please congregate at the fire assembly point located on the main school playground. All visitors must report to the assembly point where they will be checked against the visitor 'signing in' book. A site map of the building is available on request.

Please be on the lookout for safety notices and instructions around you. Visitors such as electricians and builders should liaise with the site supervisor – Mrs Jane Hamer.

Please do not bring anything into school which could be a risk to health & safety. Smoking is banned on school premises.

Under no circumstances are animals, other than guide dogs, or for a specific curriculum activity, allowed onto school premises.

Facilities for your Comfort

If you are waiting to see somebody and wish to use the toilet facilities, please ask at reception and you will be directed to the nearest toilet. Please use staff facilities only.

Once you have been met by a member of staff, you will normally be looked after by the member of staff you are liaising with. If you need any help at all during your visit to the school, please see the member of staff you are visiting in the first instance or any member of the office staff if they are not available.

Whatever the reason for your visit, our aim is to ensure you are properly looked after during your stay.

Policy Adopted	February 2024
Policy Review Date	September 2025
Signed	<i>Louise M O'Mahony</i>
Designation	Head teacher