



ST. JOHN'S CATHOLIC PRIMARY SCHOOL
INNAGE GARDENS
BRIDGNORTH
WV16 4HW

MISSION STATEMENT

The Mission Statement is central to the life of St. John's School.

- ☺ We educate all our children to learn, develop and fulfil their potential.
 - ☺ We aim to provide a secure, loving, family environment.
- ☺ We value and nurture each person's gifts and talents enabling all to grow in their knowledge and practice of the Catholic faith.
- ☺ We seek to accompany each other as we serve our community and journey towards God.

"I am the vine you are the branches" – John, 15.

VISITORS POLICY DOCUMENT

Aims of the Policy

- To ensure that the teaching staff of the school are clear about the role of the visitor.
- To ensure that the visitor is clear about their role during the visit.
- To ensure that the teacher and teaching assistants are clear about which learning outcomes are to be met.
- To ensure that the involvement of the visitor complements the work of the teacher and is effective and worthwhile for the pupils.

Introduction

"Visitors in schools have a valuable role to play and can contribute to many parts of the whole curriculum. They can give pupils access to outside experience and expertise, and can provide a link with the wider community. They can also give pupils the opportunity to see the range of professionals they may meet outside the school."

St. John's School welcome the support of many visitors including:

- Emergency Services
- Health officials and health support agencies
- The local council
- Sports coaches
- Artists and authors
- Road Safety Officials
- Religious communities – including members of the local team ministry
- The local library
- Justices of the Peace
- Volunteers from organisations such as CAFOD (Catholic Fund for Overseas Development), Recycling/Eco-Schools Teams.

Preparation by the Teacher

It is important to prepare for the visit to ensure that visitor involvement complements existing work by the teacher and pupils in school. All teachers should be familiar with the Visitors Code of Conduct. This document recommends, as good practice, providing the visitor with a guidance sheet prior to their visit. The person organising the visit is responsible for considering the Guidance and Information, and what information the visitor needs to be provided with before their visit.

ALL VISITORS WILL BE ASKED TO SIGN OUR VISITORS' BOOK, LOCATED IN THE SCHOOL OFFICE, AND WEAR AN IDENTIFICATION BADGE.

After the Visit

Teachers should evaluate the visit, either verbally with the visitor, or by completing the forms at [Appendix 3](#) and [4](#). If deemed appropriate, visitors may be asked to complete the evaluation form.

Links to other policies

- Behaviour
- Child Protection
- Confidentiality
- Health and Safety
- Healthy Schools
- Healthy Eating
- Sex and Relationships Education
- Curriculum subjects

A selection of visitors to the school have been consulted in the writing of this policy.

Review and Further Developments

Policy reviewed and agreed by Staff and Governors - Spring 2014

Visitors Code of Conduct

Visitors to the school are requested to read and understand the following rules and regulations:

You must show appropriate identity to the reception staff who will initial the appropriate column in the visitors books once they are satisfied with your identity and will issue you with a visitors badge which you must wear at all times during your visit

Regular visitors or those involved in 'regulated activity' must produce evidence of an enhanced DBS check. (Regulated activity will include being unsupervised whilst being involved in activities with children or the possibility of being on your own with children during your visit. Regular visitor at St. John's means more than once per half term)

Signing in confirms that you have read this code of conduct. **Only sign in after you have read this.**

Value and respect different racial origins, religions, cultures and language and do not promote your own political or religious beliefs.

Use appropriate language and behaviour with children.

If you feel any way uncomfortable about the behaviour of a young person please discuss this with the teacher and staff present.

Only use staff toilets and rooms. Do not accompany children to the toilet or assist with toileting in any way. Always refer to a member of staff.

No photographs may be taken at any time without the consent of the head teacher.

Mobile Phones must not be used in any part of the school building or grounds apart from in the designated area (staffroom)

Do not smoke on the school premises

Should you have concern about the safety or welfare of any child you **MUST** inform the Designated Lead for Child Protection (Details in reception)

In the event of first aid being required please contact a trained member of staff (Details in reception)

In the event of the fire alarm sounding you must leave the building in an orderly manner and follow instructions given by staff members.

At the conclusion of your visit you must hand in your visitor's badge and record the time of your departure