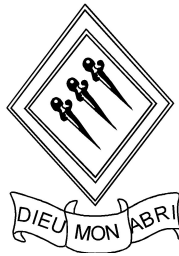


# ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts and Science



## VISITORS POLICY

Drafted: February 2012  
Updated: September 2014  
October 2015  
January 2016  
April 2019

**Approved by Staffing Committee:**

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Chair of Governors

Next Review: April 2022

## **Welcome to St Bernard's High School**

### **Mission Statement**

St Bernard's is a school community which aims to live by Jesus' commandment "Love one another as I have loved you".

We are a Catholic learning community committed to the ongoing development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We provide an atmosphere in which we can grow in our Faith, and encourage this faith by a lively and relevant liturgy.

We work with parents, parishes, local communities and industry to prepare our students for the opportunities of adulthood.

Welcome to St Bernard's High School, a popular, highly successful Catholic bi-lateral girls' school with a thriving mixed 6<sup>th</sup> form. We have a proud history in providing a high quality Catholic education for the young people of Southend and the surrounding area.

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 our school, ranging from parents, supply teachers, health workers, technical support staff and representatives of other external agencies through to sales people, contracted workers dealing with repair, maintenance and building issues.

This policy contains information and guidelines which we hope will be of assistance to you during your visit.

### **Brief details about the School**

Address: St Bernard's High School  
Milton Road, Westcliff on Sea, Essex SS0 7JS

Head Teacher: Mr A Sharpe, BA (Hons), M Mus, M Ed, NPQH

Assistant Head Teachers: Mrs H Barnes  
Mrs H Bennett  
Mrs C O'Brien  
Mr P Walls

School Business Manager: Mrs J Krone

Senior Caretaker: Mr M Elmes

Telephone Number: 01702 343583 Fax Number: 01702 390201

E-mail: [office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk)

Website: [www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk)

### **Arrival**

At all times, please enter the School via the main entrance on the corner of Canewdon Road and Milton Road. The entrance door is to be kept secured at all times and entry may be gained by pressing the buzzer on the keypad to the right of the door. Our Reception staff will communicate via the intercom and will invite you to enter. All visitors will be

required to present photographic ID to confirm their identity and will be asked for the name of the member of staff they are visiting.

For hearing impaired visitors we are looking to install an induction loop. In the interim please contact Reception or email [office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk) in advance of your visit.

*Please note that on Wednesdays between 8.50am and 9.10am everyone in school reads. If you arrive at this time you will be offered a book to read until reading time finishes. Reception staff will then be happy to assist you.*

If you require a disabled parking space please contact Receptions or email [office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk) in advance of your visit.

The site is on a slope and wheelchair access is limited. However access to Reception and ground floor level are accessible. School events are managed to maximize access for wheel chair uses.

### **Whilst in School**

Visitors will be asked to sign in, in the Visitors Book and will be issued with a visitor's badge to be worn around the neck and clearly displayed at all times during the visit. This badge provides you with information to assist you with your visit, (meeting room and other facilities). You will be issued with a visitors lanyard – Blue, if you have presented a valid DBS; Red, for visitors without a DBS. Visitors should wait in the Reception area, to be collected by the member of staff they are visiting.

Visitors will be accompanied at all times whilst in school. At no time will a visitor be left unaccompanied with students, unless supplied with a Blue lanyard. Visitors must not use their mobile phone beyond the Reception area.

The School office is staffed from 8.00am to 4.30pm. Please call 01702 343583 to leave a message out of hours.

### **Visitors who will be working with Students**

Any visitor who is to teach/coach students without staff present must have an appropriate DBS and be issued with a Blue lanyard. Copies of the DBS and photographic ID should be lodged with the Executive Assistant to the Head Teacher who should be aware of the visitor for the purposes of the Single Central Record. The Executive Assistant to the Head Teacher can also provide further guidance.

### **Identifying yourself and contact with students**

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 purposes of your visit.

Our students are naturally inquisitive and friendly but we don't want them to be put at risk nor do we want visitors to inadvertently place themselves under suspicion. You are advised not to talk to students unless your visit is specifically linked to working with them; for example, supply or trainee teachers, mentors, outside speakers or health-related personnel. If you are visiting school to work in some capacity with out student, you will either follow relevant professional codes of conduct (eg for supply teachers or medical

staff) or appropriate guidelines on contact and supervision will be discussed with you beforehand.

If you have any concerns in this respect, or are unfamiliar with codes of practice, please inform the link person you are seeing at the start of your visit. If necessary, please familiarise yourself with the School's rules and guidelines on sensitive issues including confidentiality and disclosure. **Our own school policies on these matters take precedence over any others.**

Mrs Barnes is our Safeguarding Officer and the key person to speak to in these circumstances. Visitors such as sales people or contracted building, technical, manual or service workers have no reason to talk to our students and should avoid doing so.

Parents and guardians visiting the School must first contact Reception. No relative or designated person is allowed to take a student from School without this being recorded by the office. No parent is permitted to have contact with students other than their own. Please respect these rules. They protect both visitors and students.

If there is an element of monitoring and evaluation connected with your visit (eg trainee teachers or contracted workers) the format and protocol will be explained to you or mutually agreed upon, depending on the circumstances.

### **Fire escape instructions and other health and safety issues**

If the fire alarm bell goes, visitors will be escorted to the playground on the south side with support staff. The School Business Manager will confirm their presence on the playground and will issue any further instructions at this time. **Please familiarise yourself with the fire escape signs and instructions displayed around the school.** Fire instructions can be found on the back of the visitor's badge.

Please look out for the safety notices and instructions around you. Please do not bring anything into School which could be a risk to health and safety. Smoking is banned on school premises and school grounds. Under no circumstances are animals, other than guide dogs, or for a specific curriculum activity, allowed onto school premises.

### **Leaving the School**

At the end of your visit, you will be accompanied back to Reception where you will be required to sign out in the Visitors Book by Reception staff. If you are leaving the School temporarily and returning, Reception staff will give you further instructions.

### **Deliveries**

Any delivery driver requesting admission via the Service Drive should speak to Reception/Premises staff via the intercom. Access will only be provided if it is safe to do so. Premises staff will be required to meet delivery drivers as they come up the Service Drive and escort them until they leave the premises.

### **Contractors**

All contractors must be escorted by the Premises staff unless the Executive Assistant to the Head Teacher holds a valid DBS certificate for that person and the Executive Assistant to the Head Teacher and the Senior Caretaker is aware of their presence on site.

**Facilities: for your comfort**

If you're waiting to see somebody and would like to access a lavatory, just let Reception know and they'll accompany you to show you where it is. At all times please use the designated staff facilities only.

If you require anything at all, just ask the office staff. They'll be happy to assist! Guests will be looked after by the staff they are liaising with. Whatever the reason for your visit, we aim to ensure you are properly looked after during your stay.

We welcome comments, advice and feedback from all our visitors. Also, if you have any concerns, do please share these with us. The Reception will be pleased to log these and also arrange for you to see a member of the School Leadership Team if this would be of assistance.