



VISITOR PROCEDURES

- All visitors **must** sign in and out at the School Office for each visit.
- Contractors should ensure they show the School Office their company ID (photographic where possible) and sign in.
- A company ID badge or visitor's sticker **must** be clearly visible and worn at all times. Failure to do so may result in you being stopped and challenged by a member of staff.
- Unless you have been DBS(CRB) checked and evidence of this has been given to Sacred Heart School, please ensure you remain in the company of a member of staff throughout your visit.
- Any professionals who are due to work with children must show their ID and DBS(CRB). If they are unable to produce these they will not be allowed to work unsupervised.
- Any parents who are volunteering and have not been DBS(CRB) checked will not be allowed to work with the children unsupervised.
- If you have concerns about student safety/safeguarding, please report these to your host.
- If the fire alarm sounds, please proceed through your nearest fire exit to the school playground and make yourself known to a member of staff who is taking a register.
- Sacred Heart School cannot accept any responsibility for loss or damage to your personal property, so please keep it with you at all times.
- Vehicles parked in the school car park are done so at the owner's risk. Please collect a parking permit from the School Office.
- The disabled bay parking is only available on production of a valid Blue Badge, or by prior arrangement at the discretion of the Headteacher. Please collect a parking permit from the School Office.

Thank you for your support and co-operation.