



Welcome to Holy Cross Catholic High School



PLEASE TAKE A FEW MOMENTS TO READ THIS LEAFLET



VISITOR POLICY

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.

Basic Details about Holy Cross

Address: Holy Cross Catholic High School
Myles Standish Way
Chorley
Lancashire
PR7 3LS

Headteacher: Mr Ivan Gaughan
Deputy Headteachers: Mr Paul McFarlane
Assistant Headteachers: Mr Paul Morris
Mr Greg Lindley
Miss Teresa Marcroft

Business Managers: Mrs Sheila Cooper
Mr John Smith

Chair of Governors Mrs Catherine Coyle

Telephone Number: 01257 262093

FAX Number: 01257 232878

E-mail: admin@holycross.lancs.sch.uk

Website: <http://www.holycross.lancs.sch.uk>



Driving and Parking on School Premises

The main school entrance is located off Myles Standish Way. There is no access by car from either Burgh Lane or The Bowers. There is ample car parking on site. Please drive as slowly as possible (under 10 mph). Some of our pupils may have sight or hearing impairments, learning difficulties or restricted mobility. Drivers of lorries or heavy vehicles should take extreme care at all times, especially when reversing.

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 that you sign in on your arrival and sign out on your departure. This is essential for security and safety reasons. The school office is manned from 8.15am to 4.15pm. If you arrive at school outside of these hours, please ring the outside bell to summon the caretaker. 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 wander around school by yourself.

Identifying Yourself and Contact with Children

A weekly bulletin informs all our staff of visitors scheduled for the following week. 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 not to talk to pupils 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 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 in this respect, 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. Our own school policies on these matters take precedence over any others. Mr Paul Morris is our Child Protection Officer and is the key person to speak to in these circumstances.



Parents visiting the school must first contact the office. No parent is allowed to take a child from school without this being recorded in the pupil 'signing in/out' book. No parent is permitted to have contact with children other than their own.

PLEASE RESPECT THESE RULES, THEY PROTECT VISITORS AND PUPILS ALIKE.

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, the entire school congregates at the fire assembly point located behind the tennis courts. All visitors must report to the assembly point where they will be checked against the visitor 'signing in' book.

Please be on the lookout for safety notices and instructions around you. Visitors such as electricians and builders should liaise with the school caretaker or with the premises business manager, Mr John Smith.

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 they will direct you to the nearest toilet. Please use staff facilities only.

If you need to use a telephone, please ask at reception.

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.