



# Holy Cross

CATHOLIC HIGH SCHOOL

## Visitor Policy

## Introduction

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 Catholic High School

Address:	Holy Cross Catholic High School Myles Standish Way Chorley Lancashire PR7 3LS
Headteacher:	Mr Ivan Gaughan
Deputy Headteacher :	Mr Paul McFarlane
Assistant Headteachers:	Mr Paul Morris Mr Greg Lindley Mrs Michelle Hardman Miss Teresa Marcroft
Business Managers:	Mrs Sheila Cooper Mr John Smith
Chair of Governors	Mr Stephen Sands
Telephone Number:	01257 262093
FAX Number:	01257 232878
E-mail:	<a href="mailto:admin@holycross.lancs.sch.uk">admin@holycross.lancs.sch.uk</a>
Website	<a href="http://vle.holycross.lancs.sch.uk/">http://vle.holycross.lancs.sch.uk/</a>

## **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 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***