



# VISITORS' PROTOCOL

Welcome to

**St Catherine's Catholic Primary School**

**'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.'**

**Safeguarding** If you have any concern that a child has been harmed, is at risk of harm, or you received a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

**Health & Safety** Safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the health and Safety of yourself and others.

**Classrooms** Do not enter classrooms unless escorted by a number of staff or by prior arrangement.

**Emergency** If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

**Accidents** Any illness, injury or accident must be reported to the school office.

**Smoking** It is against the law to smoke on school premises.

**Property Or Vehicle** The school accepts no responsibility for any loss or damage to visitor's property or vehicle.