Visitors Policy

Approved by the Headteacher and Governing Body on 21.09.2026
Reviewed: 09.26

To be reviewed: 09.28

St Vincent's school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

- All visits to the school must be pre-arranged, agreed via submission of visitor request procedure form and entered in the office diary.
- By logging in and out visitors are agreeing to follow the advice they are asked to read which is provided at point of entry.
- All visitors must wear the visitor's badge provided at reception.
- An adult without a badge will be challenged and accompanied to the school's reception to confirm they have signed in.
- Visitors must be accompanied at all times by a member of the school staff.
- Fire Action – on hearing the fire bell leave area, close doors and leave at nearest exit, report to fire point at rear of school.