



Advanced Visitor Protocol and Safety Information

Saint Cecilia's is committed to the principles of '*Guidance for Safer Working Practice for Adults who Work with Children and Young People*'. This information is to help you understand the measures in place designed to protect our pupils and students and your health and safety and security whilst visiting our school. If you have any queries, please do not hesitate to contact Reception@saintceccilias.london.

Prior to your arrival

- Please note that the school is particularly busy before 8.50am and around 3.10pm.
- Please do not come into school if you are showing any symptoms of COVID 19 or a respiratory infection.
- Although face coverings are no longer a legal requirement, visitors are welcome to wear one.
- If you have any additional needs that you may need support with during your visit, please email Reception@saintceccilias.london.
- Please bring your DBS with if you have one.

On arrival and during your visit

- Please press the buzzer and speak to Reception who will open the door for you on arrival.
- Please note the school has limited parking onsite – please let us know in advance if a space will be required.
- Please only enter the school building via the Reception on Sutherland Grove.
- You will be asked to sign in on the Visipoint electronic system when you arrive.
- At Reception, you will be asked for photo ID such as a driving licence or passport.
- Please wear your visitor lanyard and ensure that it is always visible. If you have a green lanyard please do not move around the school without a member of staff, doing so may result in you being asked to leave the school.
- When you are taken to your location, please make sure you are aware of the nearest fire exit. If you are moving around the school, please note your nearest fire exit throughout your visit.
- Smoking/vaping is not permitted anywhere on the school premises.
- During your visit should you require first aid please visit Reception.

Fire Procedure – continuous alarm

In case of a fire alarm please note the following:

- Exit the school via your nearest exit. Do not go back to classrooms/offices to collect belongings.
- Do not use the lifts.

- If you require assistance in getting down the stairs, please let a member of staff know and the site team will meet you at the top of the nearest stair by the Evac chair.
- The assembly point for everyone is the playground. Please assemble along with the staff where a member of staff will be registering all visitors.
- If it is a false alarm or fire drill, staff and visitors will be informed when they can return inside.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all adults on site, including all visitors to share this commitment. To safeguard the welfare of children and young people in our care we do the following:

- Contractors and other services working on site are required to meet safeguarding requirements.
- Hirers of the school are subject to safeguarding practices.
- Our '*Child Protection and Safeguarding Policy*' and '*Whistleblowing Policy*' are available on our website.
- The school site is covered by CCTV.
- If you become aware of a safeguarding concern for one of our students, please ask Reception to find a member of the safeguarding team to come to speak to you.

Departure

Upon leaving the school, please sign out at Reception.

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