










## Guide for Visitors

We hope that your visit will be enjoyable, informative and safe. Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at Saint John Wall Catholic School.

<p><b>Currently Stage 4</b></p>  <p>Steps 1, 2, 3, 4, 5, 6</p>	<ol style="list-style-type: none"> <li>1. Do not come into school if you have any symptoms of coronavirus or a positive test result.</li> <li>2. Use the hand sanitizer gel.</li> <li>3. Stay 2 metres from other visitors, school staff and pupils appropriate.</li> <li>4. Catch a cough or sneeze in a tissue, and bin it.</li> <li>5. Make sure you follow social distancing and hygiene measures as much as possible.</li> <li>6. You will be given the option to wear a face visor. No other face coverings to be worn inside school.</li> </ol>
	<ul style="list-style-type: none"> <li>• All visitors sign in using our electronic visitor system.</li> <li>• A photograph of your face will be taken and a visitor ID pass generated. Please ensure that this ID is clearly visible to staff and pupils.</li> <li>• If today's visit involves meeting pupils, you will be asked to produce your DBS certificate or details thereof, together with proof of identification, i.e. Passport or ID badge. Without this you may not be granted access or will have to remain under direct supervision at all times.</li> <li>• Please sign in and out on each occasion you visit the school.</li> </ul>
	<p>Visitors are prohibited from taking any photographs whilst on the school site, unless with prior consent from the school. Please also refrain from using mobile phones in the presence of pupils.</p>
	<p>If, during your visit, you need first aid or feel unwell report to Reception immediately and we will assist you.</p>
	<p>Saint John Wall Catholic School operates a no smoking policy. Please do not smoke anywhere on the school site.</p>
	<p><b>Personal safety and security</b></p> <p>The School cannot be held liable for any lost or stolen items including vehicles and items in vehicles. Please keep briefcases, laptops, bags etc with you at all times. Also keep all personal belongings and paperwork safe. We suggest you do not bring anything of value on to the site.</p>
	<p><b>Disabled Visitors</b></p> <p>If you are disabled and feel that you may require assistance around the building or during an evacuation, please advise Reception staff so that appropriate arrangements can be made for you.</p>



**Fire Evacuation/Lockdown**

Please read this information carefully

- Your host will explain what to do in the case of emergencies and the fire alarm sounding.
- The alarm is a continuous bell. Upon hearing this, you must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is on the playgrounds.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.
- In the event of a lockdown an intermittent bell will ring, please follow your host.



**Health & Safety**

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. Permit to Work paperwork must be completed by all contractors. Where scheduled work affects the fabric of the building, contractors must check and sign the asbestos register prior to commencing. As a visitor it is essential that you follow any H&S guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

**For Contractors Specifically**  
**Asbestos Hazards**

**An Asbestos register identifying the locations of such materials can be accessed via the Health and Safety Officer: Mr Uddin**

**Support**

**Headteacher: Miss K Marston**

**School Business Officer: Mrs J Whitehouse**

**Safeguarding Guidance for Visitors**

Safeguarding is our top priority at Saint John Wall Catholic School. The safety and security of our pupils, staff and visitors is of paramount concern. Please help us to ensure that this is not compromised by:

- not engaging in physical contact with pupils.
- not giving any personal information to pupils, such as your mobile number or address.
- not providing pupils with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- not giving pupils details of your personal social network accounts or engage in any communication with pupils using social networking sites.

If you have any concerns that a pupil may be at risk of harm, please report these immediately to the Safeguarding Team via Reception. Equally, if a pupil reports an issue which concerns you, please inform a member of the Safeguarding Team.



**Miss Marston**  
Headteacher  
kmarston@sjw.bham.sch.uk



**Mrs Crooks**  
(Assistant Principal)  
Designated Safeguarding Lead (DSL)  
Prevent  
Single Point of Contact  
scrooks@sjw.bham.sch.uk



**Miss Timmins**  
Associate Assistant Principal  
Deputy Designated Safeguarding Lead (DSL)  
Prevent  
Deputy Single Point of Contact  
ktimmins@sjw.bham.sch.uk