



SACRED HEART
CATHOLIC PRIMARY
SCHOOL & NURSERY

VISITORS INFORMATION -Welcome to Sacred Heart Catholic Primary School Primary School & Nursery

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. We therefore ask you read the following information and confirm to our office staff you have done so when signing in.

NOTICE TO VISITORS

Safeguarding Children: If you have any concerns that a child has been harmed, is at risk of harm, or you receive 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 and Safety: Your 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 member of staff or by prior arrangements.

Fire/Emergency: If the fire alarm sounds, all visitors must leave the building by the nearest exit and proceed to the designated assembly point. DO NOT re-enter the premises until you are advised it is safe to do so.

Accidents/incidents: Any illness, injury or accident must be reported to the school office.

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

Property or Vehicle: The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

Mobile phones: We respectfully ask you to not use a mobile phone whilst on school grounds.

We do hope you enjoy your visit to Sacred Heart Catholic Primary School. Please return your Id badge before leaving.