



## **Visitor & Volunteer Procedure**

- All visitors must sign in and out at reception for each visit.
- Contractors should ensure they show the receptionist their company ID (photographic where possible) and then sign in.
- Unless you have been DBS checked by Hertfordshire County Council and this is on record with St Thomas More Catholic Primary School, please ensure you remain in the company of a member of St Thomas More's Staff throughout your visit.
- You must not interact with the pupils without staff supervision, i.e. you must not allow yourself to be alone with pupils.
- If you have concerns about pupil safety/safeguarding, please report this to your host, a Senior Leader or the Headteacher.
- If the fire alarm sounds, please proceed to the playground. Please wait and make yourself known to a member of staff who is taking a register.
- St Thomas More Catholic Primary School cannot accept any responsibility for the loss or damage to your personal property – please keep it with you at all times.
- Vehicles are parked at the owners own risk. Disabled bay parking is only available on production of a valid Blue Badge, or by prior arrangement at the discretion of the Headteacher.

**Thank you for your support and cooperation**



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