

Parents and carers visiting the school must first contact **reception**. No relative or designated person is allowed to take a child from school without this being recorded by the office. No parent is permitted to have contact with children other than their own. Please respect these rules. They protect visitors and pupils alike.

If there is an element of monitoring and evaluation connected with your visit (eg trainee teachers or contracted workers) the format will be explained to you or mutually agreed upon, depending on the circumstances.

### **Fire escape instructions and other health and safety issues**

Please familiarise yourself with the fire escape signs and instructions displayed around the school. If the fire alarm sounds (siren not bell) the entire school congregates in the playground area. We request that you report there as well so that we can ensure that you are safe and no longer in the building.

Please be on the lookout for safety notices and instructions around you. Visitors such as electricians and builders should liaise with our own premises manager regarding health and safety matters. Please do not bring anything into school which could be a risk to health and safety.

Smoking is banned on school premises and school grounds. Under no circumstances are animals, other than guide dogs, or for a specific curriculum activity, allowed onto school premises.

### **Facilities: for your comfort**

If you are waiting to see somebody and would like to access a lavatory, please let the office know and they will escort you to the staff toilet area. At all times please use the designated staff facilities only.

### **Volunteers**

The school recognises the value of volunteers in school, both for short and longer periods of time. Volunteers must be aware that they if they are in school for an extended period of time they will be subject to safeguarding checks and will not be allowed into school until such checks are completed, which may take a number of weeks. Sixth Form work experience is not suitable in a high school setting and any such requests would only be agreed under exceptional circumstances. There will also be a limit on the number of volunteers accepted in school at any one time with a maximum of two volunteers at a time in any one department.

**Are you visiting our school?  
Are you going to be working here  
temporarily?**



## Welcome to Saint Augustine's

Whatever your reason for spending time with us we hope that you will be made to feel welcome and that your needs will be properly met. Throughout the year hundreds of people visit our school. They range from parents, supply teachers, health workers, technical support staff and representatives of other external agencies through to salespeople and contracted workers dealing with repair, maintenance and building matters. This leaflet has information and guidelines which we hope will be of assistance to you.

### Basic details about the school

Address: St Augustine's Roman Catholic High School  
Elker Lane, Billington, Clitheroe, Lancashire BB7 9JA

We are an 11-16 RC comprehensive, a Science and Languages Specialist College in partnership with Lancashire County Council and the RC Diocese of Salford

Headteacher: **Michael Wright**  
Deputy Headteachers: **Angela Wilkinson, Cathy Hughes-Gooding**  
Assistant Heads: **Joanna Rutter**  
Finance Manager: **Yasmin Desai**  
Office Manager: **Lou Windley**  
Premises Manager: **Dave Spear**  
Site Supervisors: **Adam Shackleton, Verne Peacock**  
Telephone number: 01254 823362 Fax Number: 01254 822147  
E-mail: [head@sarchs.com](mailto:head@sarchs.com)  
Website: [www.sarchs.com](http://www.sarchs.com)

### Entering and leaving the school

At all times, please leave and enter the building through the main entrance on Elker Lane. This has the **visitors' entrance** sign in front of it. You will be admitted after ringing the bell. Please report immediately to **reception** where you will be given a numbered visitor's badge on a lanyard which **must** be displayed at all times and given back to reception when you are leaving the premises.

Please wait in the visitors' entrance until the person you are meeting comes for you. This is essential for security and safety reasons. **Under no circumstances should you wander round the school by yourself. Please be aware that security cameras are installed throughout the school premises and grounds.**

The school office is staffed from 8.00 am to 4.15 pm. **After 4.15 pm you must hand your badge back** to any of the named individuals mentioned above. **Please do not leave it in the reception.**

## Driving and parking on school premises

Please do not drive onto school premises when children are moving about. Wait until it is safe to proceed and then drive as slowly as possible [at all times under 5 mph]. Some of our pupils have sight or hearing impairments, some have learning difficulties and others are not able to move about easily. Drivers of lorries and heavy vehicles should take extreme care at all times, particularly when reversing.

Take care not to double park or block entrances or exits. Do not park in front of the school garage as this prevents access to the minibuses. If you're making a brief visit, the middle of the turning circle may be used for parking only between 9.00 am and 2.30 pm, except for Fridays when we finish early and the turning circle must be cleared by 1.30 pm. Before and after these times the circle is used by school buses. Any vehicle blocking their access will seriously disrupt their operations and jeopardise the safety of our children. Ensure you include your vehicle registration number when booking in.

### Identifying yourself and contact with children

A weekly bulletin informs all our staff of visitors scheduled for the following week. We also have a daily morning staff briefing which informs colleagues of visitors arriving that day. In normal circumstances visitors will move about school in the presence of a "known" member of staff. If, at any time, you are asked to identify yourself, please do so with good grace indicating which member of staff you are linked to and the purpose of your visit. We trust you will embrace the spirit of our "better safe than sorry" approach.

Our pupils are naturally curious and friendly but we don't want them to be put at risk nor do we want visitors inadvertently to place themselves under suspicion. You are advised not to talk to pupils unless your visit is specifically linked to working with them; for example, supply or trainee teachers, mentors, outside speakers or health-related personnel. If you are visiting school to work in some capacity with our pupils you will either follow relevant professional codes of conduct (e.g. for supply teachers or medical staff) or appropriate guidelines on contact and supervision will be discussed with you beforehand.

If you have any concerns in this respect, or are unfamiliar with codes of practice, please inform the link person you are seeing at the start of your visit. If necessary, please familiarise yourself with the school's rules and guidelines on sensitive issues including confidentiality and disclosure. Our own school policies on these matters take precedence over any others. Mrs Joanna Rutter and Mrs Cathy Hughes-Gooding are our Safeguarding Officers and the key people to speak to in these circumstances. Visitors such as salespeople or contracted building, technical, manual or service workers have no reason to talk to our pupils and should avoid doing so.