



**Cardinal Wiseman**  
Catholic School  
Part of The Romero Catholic Academy

# SCHOOL VISITORS' POLICY

Responsible for Policy:	School Improvement Board (Interim Academy Committee)
Date of Policy:	April 2018
Date of Review:	April 2019



The school is named after Cardinal Nicholas Wiseman who became the first Cardinal upon the re-establishment of the Catholic hierarchy in England and Wales in 1850. His coat of arms is displayed on every student's blazer. The motto is 'All things for Christ' therefore faith is at the heart of everything we do, as well as recognising that we are all made in the image of God.

In order to ensure that we provide a safe, supportive and pleasant environment with a warm and welcoming atmosphere, our School is committed to making visitors\* feel welcome whilst ensuring the safety of our students. To this end, visitors in this school are welcomed as equal partners in the education or support of our students. Their experience and depth of knowledge are invaluable to students learning at Cardinal Wiseman.

Visitors to classes for specific purposes or contribution to topics, relating experiences etc, are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Senior Assistant Principal prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience. They should also ensure that visitors are made welcome and comfortable, that housekeeping arrangements are explained and that work with students adheres to the Catholic ethos of the school.

Information relating to students must remain confidential. If a visitor has a cause for concern the information must be passed to an appropriate member of staff to be followed up.

Visitors to Cardinal Wiseman Catholic School are kindly requested to:

- Sign in at the reception.
- Wear a visitor badge issued at reception.
- Sign out and return their visitor badge before leaving.
- Have their presence in school monitored by a member of staff.
- Be DBS checked wherever appropriate if working directly with children (if DBS clearance is not obtained, visitors cannot be left alone with students when visiting school).
- Be supervised by a member of staff at all times if not DBS checked and working with children.

\*A visitor is a person not employed by the school or not a student at the school.