

# Visitors Compliancy Card

St. Theresa's  
Catholic Primary School



Welcome to St Theresa's,

***To comply with our safeguarding procedures we ask you to adhere to the following:***

- Sign in & wear your visitors badge at all times. Sign out when leaving, recording your time of departure and return your badge.
- Ensure you are never alone in a closed room with a pupil.
- Keep your mobile phone on silent and do not take it out in the presence of any child / children. You may use your mobile in the staffroom or the school office.
- Report any safeguarding concerns you see or hear to the Headteacher or the Deputy Headteacher immediately.

***Please indicate to the office staff you are happy to abide by the above terms and conditions.***

Thank you for taking the time to read this

Mrs Linda O'Melia

Interim Headteacher