

Visitor Policy

June 2026

Stanground St John's is committed to providing a safe environment for all of our staff, students, contractors and visitors.

The school's responsibilities

We have a duty of care to ensure the health, safety and wellbeing of our staff and students, and contractors and visitors to our site.

Fire Evacuation Procedures

All visitors and contractors must familiarise themselves with the Stanground St John's evacuation procedures. You should ensure you know the evacuation routes and emergency exits in the area you will be using. Fire notifications are displayed around school.

Reporting of accidents and first aid

Stanground St John's is committed to maintaining a safe environment. All accidents, injuries or near-misses that occur on our premises must be reported to the office and referred to a first aider, if required, who will complete a log on behalf of the injured person. This will ensure the appropriate treatment can be provided and actions can be taken to prevent similar incidents re-occurring.

Safeguarding & Child Protection

Stanground St John's is committed to safeguarding and promoting the welfare of the children in our school. We expect all staff, visitors, and contractors to share the same commitment and act accordingly.

Irrespective of your association with the academy, we request that you abide by our policies and procedures which are in place to keep everybody safe.

If any time during your visit to the school you have a concern about the safety of a student you encounter, you should report this to the Designated Safeguarding Leader immediately.

Please report anything that causes you concern no matter how minor it may seem.

Designated Safeguarding Leaders are:

- Mr P Steenkamp (Headteacher, Designated Safeguarding Lead)
- Mrs A Sheridan (Deputy Headteacher)
- Miss L Steels (SENDCo)
- Mrs G Beaney (Office Coordinator)
- Mrs F Hyde (Early Help Coordinator)

Visitors and contractors should report in to the office and will be asked to sign in using the Inventory system. You will be issued with a visitor's lanyard which must be displayed at all times. You will then be collected from reception by a member of the school staff.

Stanground St John's is protected by CCTV.

Equality

Stanground St John's will not tolerate any form of behaviour or activity that presents extremist views or discriminates, for example, on the grounds of gender, marital status, family responsibilities, sexual orientation, race, nationality, religious beliefs, ethnicity or disability.

If at any time during your visit to Stanground St John's you have a concern about an issue regarding prejudice or discrimination, please report this to a member of senior leadership team immediately.

Contractors and visitors must:

- Take care not to endanger yourself, your colleagues or others affected by your work.
- Comply with the Health and Safety legislation and our school policy.
- Report all accidents, incidents or dangerous occurrences.
- Ensure good housekeeping and maintain a clean and safe working environment.
- Be aware of and act in accordance with our emergency procedures.

Risk Assessment

Section 2 of the Health and Safety at Work Act, 1974, requires a 'suitable and sufficient' risk assessment to be prepared for all work activities. Stanground St John's expects all contractors to have risk assessments for all activities carried out on the premises.