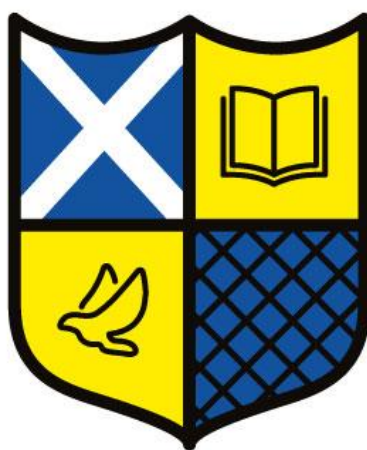


# St. Andrew's CE Primary School

## Visitors Policy and Procedures



|                            |           |
|----------------------------|-----------|
| <b>Approved by:</b>        | FGB       |
| <b>Last reviewed on:</b>   | June 2026 |
| <b>Next review due by:</b> | June 2028 |

# School Visitor Policy

## Statement

The Governing Body assures all visitors a warm, friendly and professional welcome whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

## Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this procedure. This person will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Headteacher.

## Aim

To safeguard all children under this school’s responsibility both during school hours curriculum and out of school hours activities which are arranged by the school.

## Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, Governors, visitors and parents/carers and conforms to child protection and safeguarding guidelines.

## Where and To Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary), during normal school hours, during before and after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including Police Persons, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All Governors of the school

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- All parents/carers and volunteers
- Other Education related personnel (Local Authority Advisors , Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport pupils on minibuses or in taxis

## School Visitor Procedure

### Visitors to the School

All visitors to the school will be asked to bring formal identification with them at the time of their visit, other than parents/carers or volunteers who have been DBS checked. They must follow the procedure below.

Once on site, all visitors must report to reception. No visitor is permitted to enter the school via any other entrance under any circumstances. At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request if they are new to the school e.g. builders/maintenance companies, specialist advisors in education, members of the council etc.

All visitors will be asked to sign in making note of their name, organisation, who they are visiting and car registration (If Applicable).

All visitors will need to read the safeguarding information when signing in *and to sign that they have been informed of our procedures.*

All visitors will be required to wear an identification badge on a lanyard – the badge must remain visible throughout their visit.

Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Single Central Record.

### Single Central Record

The school hold a Single Central Record for visitors who frequently visit the school site to undertake work within the school.

To qualify for this record the visitor's must have demonstrated, prior to their visit that:

- a) A letter has been received from their employer that pre-employment checks have been undertaken and the DBS certificate number and issue date have been provided & recorded **OR**
- b) They have a current enhanced DBS that can be checked with the update service to ensure that no new information has been recorded since the DBS was issued

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Visitors on the Central Record **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in). A copy of approved visitors will be kept behind reception at all times.

### **Visitors Departure from School**

On departing the school, visitors **MUST** leave via reception and:

- A member of staff should escort the visitor to the reception if wearing a Red Lanyard.
- Visitors must sign out via the sign in machine
- Visitors must return their identification badge to reception and depart through the front entrance.

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing a visitor's lanyard should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign in and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Senior Leadership Team informed.

The Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

### **Governors and Volunteers**

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form via the School office. Once complete the members will need to sign up to the DBS update service which is free for volunteers.

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Governor section of the sign in app.

New Governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Principal and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.