



Hillside Community Primary School

Visitors in School Policy

Mission Statement

We at Hillside strive for excellence in education by providing a safe, secure, caring family environment, where individuals are valued and respected, enabling them to reach their full potential.

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Statement of intent

This policy is designed to outline Hillside Community Primary School's procedures regarding visitors to the premises.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE (2025) 'Keeping children safe in education 2025'
- Childcare Act 2006
- Education Act 1996
- DfE (2023) 'Prevent duty guidance'

This policy operates in conjunction with the following school policies:

- Safeguarding Policy and Child Protection Policy
- Health and Safety Policy
- DBS Policy
- First Aid Policy
- Prevent Duty Policy

The office staff are responsible for ensuring that visitors read and understand the 'welcome statement' on the electronic iPad system, which covers:

- Fire procedures / lock down procedures
- Security procedures (signing in & out)
- Safeguarding procedures (DSL details)
- Mobile phone policy
- No smoking environment

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on **01695 724860**.

The school office will be contacted about a proposed visitation in advance. The school office will pass all details on to the relevant member of staff for a final sign-off before getting back to the visitors and confirming the details of their visit.

The office will record the date and time of the confirmed visit, reason for the visit, name of the visitor(s), and the name of the organisation in the electronic diary.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Headteacher / deputy head-teacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the Headteacher / other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

3. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

Prior to arranging a visit, the headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit.
- The age appropriateness of what is going to be delivered.
- Whether relevant checks will be required.
- Whether the visit could bring the school into disrepute.
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at the school.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.

DBS checks will be undertaken in accordance with the SCR guidance.

The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

4. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign-in using the electronic iPad system

- Display ID badges provided at all times while on school property
 - Sign-out using the electronic iPad system upon departure
 - Return ID badges to the school office before departure
- ⇒ **Green lanyards will be given to any visitor that has come to school to work with children e.g speech therapist, school advisor, family worker, etc.**
 - ⇒ **Red lanyards will be given to visitors who are not in school to work with children e.g. contractors, couriers, grounds maintenance.**
 - ⇒ **Orange lanyards will be given to Governors.**

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

Visitors will be accompanied or supervised during their time in school. Should they wish to use toilet facilities during their visit, the visitors' toilet is located by the main office.

5. Exceptions

Visits to the school by contractors are governed by our Contractors' Policy; the site supervisor will be responsible for workmen/women and tradespeople, during their time in school. They must show proof of identity to the site supervisor if he does not already know them; he will alert appropriate staff of their presence. The office staff will do this in the site supervisor's absence.

Parents / caregivers / friends / relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

A member of the SLT must be informed immediately if members of the emergency services, Archdiocese, Local Authority, Ofsted or other official bodies arrive at school unexpectedly.

6. Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record AND
- A current clear DBS children's barred check has been undertaken AND

- Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept within the Staff Safe SCR.

7. Governors and Volunteers

All governors and volunteers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and volunteers DBS certification is current (i.e. less than 3 years old). Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the electronic iPad system and will wear an orange lanyard.

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 Headteacher 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.

8. Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in. If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

9. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

10. Monitoring and review

This policy will be monitored and reviewed on an annual basis by the headteacher. The next scheduled review date for this policy is Autumn 2026. Amendments to the policy will be communicated to all relevant stakeholders.

Protocol for arranging visitors

Is the visitor going to be working with students unsupervised?


Yes


No

1. Establish a valid reason for the visit
2. Gain consent from a member of the Leadership team, informing them if it is a repeat visitor.
3. Ensure the visitor understands they need to provide the following – prior to working with students:
 - Photo ID (e.g: work name badge)
 - Valid and Enhanced DBS
 - OR**
 - Proof of employment (where appropriate e.g. LCC)
4. Inform reception of the visitor, when they are scheduled to attend, including the details of DBS / LCC employment so a **GREEN** lanyard can be issued.
5. Reception to copy ALL visitor documents from Point 3 on their first visit only if they are not employed by LCC; return originals to visitor and log information on Staff Safe before disposing of copies in confidential waste.
6. Meet your visitor at reception, ensuring they are wearing the correct colour lanyard and ID badge, and escort them to the area of school where they are to work
7. On meeting the visitor, discuss protocols for:
 - Toilets
 - Fire evacuation
 - Working with students
 - Reporting safeguarding concerns
 - Confidentiality and duty of care
 - Signing in and out

1. Establish a valid reason for the visit
2. Gain consent from a member of the Leadership team, informing them if it is a repeat visitor.
3. Inform reception of ALL visitors, who they are meeting, when they are visiting and where they will be located when in the building. Reception will provide a name label and **RED lanyard**.
4. Meet your visitor at reception ensuring they have signed in and are wearing their RED lanyard and ID badge. Escort them to the area of school where they are to work
5. ***It is your responsibility to ensure that they are supervised at ALL times when in the building.***
6. On meeting the visitor, discuss protocols for:
 - Toilets
 - Fire evacuation
 - Working with students
 - Reporting safeguarding concerns
 - Confidentiality and duty of care
 - Signing in and out

Individuals employed by Lancashire County Council (LCC) have enhanced DBS checks via their employer. There are 'Umbrella letters' available on the Portal that cover all such employees so that they do not have to carry their Enhanced DBS with them. If however you are unsure if this applies to a potential visitor, please seek advice from SLT.

This protocol is not applicable to parents and carers

If the visitor is a repeat visitor that has provided Enhanced DBS evidence, inform the Office staff if they are no longer attending so the Single Central Record can be updated.

Annually – please update Office staff of any repeat visitors who are continuing to attend school or are no longer supporting our students. Updated DBS certificates will also need logging.

Visits by Children's Social Care and the Police linked to student safeguarding may arrive unannounced. Both services are covered to work with students by the LCC Umbrella Letter – however a Designated Safeguarding Lead must be called to meet them on their arrival.