



Visitors Policy

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Owner: CEO/Directors

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We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

Article 3 The best of the interests of the child must be a top priority in all decisions and actions that affect children.

Article 19 Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

For more information on the convention and the rights of each child visit: <http://www.unicef.org.uk/>.

Inclusion Policy Statement

At St Ann's Church of England Primary School we are committed to overcoming all barriers to learning and raising standards in all aspects of school life.

We aim to promote inclusivity as an integral aspect of our school development, permeating all our policies, in order to increase the learning and participation of all our pupils.

We recognise and value the varied life experiences and needs of our children. Our school is one in which the teaching, learning, achievements, attitudes and well being of each child matters.

We are committed to ensuring that school practice reflects our inclusive aims by utilising resources both within the school and the Local Community, by responding to diversity and by nurturing an understanding of difference with our staff and children.

The school strives to establish inclusive values by having high expectations for all pupils, by valuing all children and through the sharing of the same philosophy by all staff, governors and parents alike.

Visitors to School Policy

Overview

The safety and well-being of our pupils are paramount. This policy is established to ensure that visitors to our school are carefully checked and monitored during their time here, preventing unauthorised access to the school premises.

Aims of the Policy

The purpose of this policy and its associated procedures is to contribute to the safeguarding of all children and staff, both during and outside of school hours. Our ultimate aim is to ensure that all children and staff learn and work in an environment that is safe and free from harm by:

1. Preventing unauthorised persons from entering the school.
2. Making visitors feel welcome.
3. Ensuring that all visitors are monitored and checked.
4. Maintaining oversight of visitors during their time in school.
5. Being able to account for and locate visitors at all times.

This policy applies to:

- Pupils
- All teaching and non-teaching staff employed by the Trust
- External visitors entering the school site during school hours or for after-school activities (including peripatetic tutors, sports coaches, etc.)
- School Committee members
- Parents/carers
- Volunteers
- Local Authority visiting staff (e.g., Educational Psychologists, Inclusion Officers)
- Visiting support staff (e.g., school nurse, Speech and Language Therapists)
- Building & Maintenance Contractors

Visitors Invited to the School

Before a visitor is invited to the school, the Headteacher must be informed, providing a clear explanation regarding the relevance, purpose, date, and time of the visit. Permission must be granted by the Headteacher before any visitor is invited.

Managing Visitors

1. External doors will remain securely closed, with signage directing visitors to the main entrance and reception desk.
2. All visitors must report to the school reception desk, where they will be welcomed and asked for their details and the name of the person they need to see.
3. Visitors must sign in on the inventory and sign out upon leaving.
4. Formal visitors representing the Local Authority, businesses, contractors, or outside agencies must present formal identification.

5. Each visitor will receive identification that must be worn visibly at all times.
6. Visitors' identification badges must be returned to the office staff before they leave.
7. Visitors will wait in the reception area until the person they are visiting arrives to take charge of them. That person will be responsible for them during their time in school and will escort them back to reception at the end of their visit.
8. Staff will be informed when contractors are on-site, along with their location.
9. Visitors will be escorted to their work area, checked upon throughout their time on-site, and asked to report back to the office upon completing their work. Staff will remain vigilant during the visitor's time on-site.
10. The site manager and office staff will oversee contractors during their time in school. Contractors must show proof of identity to the site supervisor if they are not already known.
11. The Headteacher must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies arrive unexpectedly.
12. Any visitor not wearing an identity badge will be politely challenged regarding their identity and purpose. They will then be escorted to reception to sign in and receive an identity badge.
13. If a visitor refuses to comply, they will be asked to leave immediately, and the Headteacher will be informed. The Headteacher (or senior leader if unavailable) will assess whether to inform the police.
14. Any visitor behaving in an unacceptable or threatening manner will be required to leave and escorted from the premises immediately. They will be removed from any situation where they may harm children or staff, and if necessary, the police will be called.
15. All first-time visitors will receive a leaflet outlining key safeguarding and health and safety information (please read this policy in conjunction with the Visitors' Leaflet).

School Committee Members and Volunteers

- All school committee members must have an enhanced DBS check. New members will be made aware of this policy and are expected to familiarise themselves with its procedures during their induction, overseen by the Headteacher and the chair of the school committee.
- New volunteers must comply with this policy when first coming into the school for an activity or class support role.
- Volunteers without obtained checks will not be left unsupervised or allowed to work in regulated activity. Enhanced DBS certificates (including barred list information) will be obtained for volunteers in regulated activity.
- For volunteers not engaged in regulated activity, an enhanced DBS certificate (excluding barred list information) will be obtained. A risk assessment will be conducted to determine the necessity of an enhanced DBS check, considering:
 - The nature of the work with children.
 - Information available about the volunteer from staff, parents, and other volunteers.
 - The volunteer's other employment or voluntary activities where referees can advise on suitability.
 - The eligibility of the role for an enhanced DBS check.

Continuing Professional Development (CPD)

As part of their induction, new staff will be made conversant with this policy for visitors and will be expected to ensure compliance with its procedures at all times.

Monitoring and Evaluation

The suitability of all visitors invited to work with our children will be continually reviewed to determine whether they may be invited again in the future.