



## Visitors To School Policy

### OVERVIEW

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our school are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to the school and that all visitors follow a code of conduct

### OBJECTIVES

1. To ensure the safety and wellbeing of all pupils and staff.
2. To make visitors welcome.
3. To ensure that visitors are monitored and checked.
4. To monitor visitors carefully during their time in school.
5. To be able to account for, and locate, visitors at all times.

### STRATEGIES

- External doors will be kept securely closed and external signs will direct visitors to the main entrance and reception desk.
- All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.
- Visitors must sign-in InVentry visitor management system and sign out as they leave.
- Each visitor will be given an identification badge that must be worn visibly at all times.
- Visitors will be asked to wait in the reception area until the person that they have come to see 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.
- The Head Teacher and Heads of School must be informed of all trainee placements and work experience personnel, who must be introduced to Senior Management before being shown to their place of work.
- Visitors on the Approved Visitors List do not have to be escorted around school as they are frequent visitors, who are known to all staff and pupils. Visitors on the Approved list will have already had their CRB/DBS checked and copied and signed the Acceptable Use Policy. (Copies kept in a folder in the office)
- Please note that Governors should sign in and out using the InVentry visitor management system. New governors will be made aware of this policy and familiar with its procedures as part of their induction.
- **ALL** Visitors to school are required to be DBS checked and office staff ask to see paperwork of anyone new to the school before adding their details to the 'confidential list of DBS checked visitors.  
***Some visitors who will be working closely with children or on an individual basis will be required to provide an Enhanced DBS check.***
- The Business Manager will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity to the site supervisor if they are not already known to him/her. He/she will alert senior staff of their presence.

- The Head Teacher or Head of School must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at school unexpectedly.
- Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary the police should be summoned to remove them.
- If COVID-19 measures are in force either locally or nationally, visitors who work with children or meet face to face with staff may be asked to take a lateral flow test.

#### **Visitors must:**

- Sign in at the reception desk
- Wear a visitor's badge at all times
- Care for your own health and safety and that of others
- Be committed to safeguarding and promoting the welfare of children
- Read and take note of the Safe Guarding guidance policy poster (window of the reception desk by the signing in book)
- Read and sign to accept the Acceptable Use Policy
- Leave the building by the nearest fire exit if the fire alarm sounds
- Sign out at the office on leaving and hand in the visitor badge
- Speak English if working with or presenting to pupils e.g. assemblies, small group work etc.

#### **Visitors must not:**

- **Use mobile phones or other devices in any area of the premise, unless permission has been given by the Head teacher**
- **Enter teaching areas unless escorted by a member of staff or by prior arrangement**
- **Swear or use offensive or threatening language**
- **Be aggressive**
- **Smoke or vape anywhere on the premises**

#### **Staff Development**

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

#### **Linked policies**

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy
- Acceptable Use Policy

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Review April 2025