



*Growing together, hand in hand*

# Visitor Policy

May 2025

<b>Audience:</b>	Governors/Staff/Parents/Visitors
<b>Frequency of Review:</b>	Reviewed Annually
<b>Post-holder responsible for Review:</b>	Office Manager

## Policy Statement

Gorsemoor Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also 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, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school 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 to do so may result in the visitor's escorted departure from the school site.

## Policy Responsibility

The Co Headteachers are the members of staff responsible for the implementation and coordination of this policy. The Co Headteachers will also be responsible for liaising with the school's Site Manager, Office Manager, Office Team and Safeguarding leads as appropriate. All breaches of this procedure must be reported to the Co Headteachers. Failure by staff members to adhere to this policy may lead to disciplinary action.

## Aims

To Safeguard all children within the schools' responsibility both during school hours and out of hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Gorsemoor Primary School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

## 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 and adheres to child protection and safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

## 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 fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All governors of the school
- All external visitors entering the school site during the day or after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists)
- All parents and volunteers

- Other education related personnel (advisors, inspectors, health professionals)
- Building and maintenance and all other independent contractors visiting the school premises

## Protocol and Procedures

When inviting visitors to school the member of staff hosting the visit should ensure they are asked to bring in formal identification (this must include photo ID) with them at the time of the visit along with a copy of their DBS. ALL visitors must be informed of the procedure for visitors as set below:

- Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered onto the school calendar and logged into the schools' inventory signing in system at the main office.
- Prior to the visit the office staff will ensure that the visit is recorded on the school calendar and the relevant details are entered on the schools' inventory signing in system at the main office.
- Office staff on the day of the visit must ensure photo ID and a copy of the DBS certificate is seen and the details passed onto the office manager who input the details on the schools' single central record. The visitor's checklist (appendix 1), along with the IT user policy which must be read and signed (appendix 2), by the visitor must also be completed and kept in the visitor folder in the main office.
- At the main office all visitors must state the purpose of their visit and who they are scheduled to meet with. They should be ready to produce the formal identification/DBS details. All visitors will be required to read and accept the visitor's safety leaflet (appendix 3) which outlines safeguarding, health & safety and evacuation procedures.
- ALL visitors will be required to wear a visitor identification badge, which must remain visible at ALL times any visitor without the correct safeguarding clearance MUST be supervised at all times when on site. Visitors with the correct safeguarding clearance are clear to move around school unsupervised.
- To safeguard all pupils and staff, if visitors are not wearing a visitors' badge staff will politely challenge the visitor for the nature of their visit. The visitor will be then escorted to the main office so that a visitors' badge can be issued. The administration team in the office will then contact and locate the school member hosting the visitor. The visitor must wait at the main office until the staff member is located and collects the visitor.
- Safeguarding is everyone's responsibility; therefore, every member of staff has a duty of care to be aware of visitors in school and to ensure that no visitor is left unsupervised if they do not have the correct safeguarding clearance (photo ID and DBS information seen)
- In line with our Online safety Policy, all visitors are asked to turn off their mobile phones if they need to make or receive messages or telephone calls visitors will need to use the staff room or go outside the building, as per the Visitors Safety Leaflet (appendix 4)
- Visitors will be escorted to their point of contact or the point of contact will collect f will be asked to come to the main office to receive their visitor

On Departing school, visitor should leave via the main school office and:

- Sign out using the inventory system
- Return their visitor badge to the main school office

## Staffordshire County Council staff

Staffordshire County Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification Regulations.

**This guidance can be regarded by schools as the ‘written notification’ required by the guidance.**

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for Staffordshire County Council. All Staffordshire County Council staff visiting schools carry photo identification.

### Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on school site. They should then be reminded of the school procedure and escorted to the main school office and issued with a badge (if approved). The procedures under “Visitors Policy” will apply. In the event a visitor refuses to comply, they should be asked to leave site immediately and a member of SLT informed straight away. The SLT member will consider the situation and decide if necessary to inform the police. If an unknown/uninvited visitor becomes aggressive or abusive they will be asked to leave site immediately and warned that if they fail to leave school grounds, police assistance will be called for. The Co Headteachers reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

### Governors and Volunteers

All governors now require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved visitor list. They should sign in and out at the main school office as detailed in the Protocol and Procedures section of this policy. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Co Headteachers and the Chair of Governors.

### Building and Maintenance Contractors

Contractors must follow the procedures as detailed in the Protocol and Procedures section of this policy. When pupils are on the premises, contractors, under the discretion of site management team, may work unaccompanied, as long as a valid DBS checks have taken place and the nature of the work does not affect the learning or safety of pupils or staff. Contractors without a valid DBS must be supervised at all times by a member of the site management team or, if they are unavailable by another member of staff. No contractor/engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the administrative team or the /office /manager and they have been briefed on Health and Safety by the site manager. All contractor visits will ideally be booked for the school holidays. When work has to be completed during the school day, they should be booked in when the site manager is onsite unless it is an emergency, in which case the office manager will be informed.

## Parent visitors

Partnerships with parents is a strong feature of Gorsemoor Primary School which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access. Parents who visit the school site at times other than the start and end of the school day are expected to report to the main school office to make the purpose of their visit known. Parents are to follow the protocol and procedures as set out in this policy. When parents have signed in on the schools' inventory system , they will then be escorted to their point of contact or their point of contact will be asked to come to the main office to receive them. /The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit ensuring that they sign out using the schools' inventory system and ensure the visitor badge is handed back. The visitor must not be allowed to move about site unaccompanied. Exceptions to this are when there is a planned school or classroom event, in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure visitors to the school are genuine.

## Staff Development

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

## Linked Policies

This policy should be read in conjunction with other policies including:

- Safeguarding and Child Protection
- Keeping Children Safe in education
- Safer Working Practices
- Whistleblowing
- Positive Behaviour
- Fire Evacuation policy
- Online Safety Policy