



St. Michael's Woolmer Green C of E Primary School

Visitors policy

Date of review:
Date of next review:
Responsibility:
Classification:

July 2026
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Public

POLICY STATEMENT

The Governing Body, Headteacher and staff assure all visitors a warm, friendly and professional welcome to St Michael's Woolmer Green School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils. It is the responsibility of the Governing Body, Headteacher and all 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, PARENTS/CARERS AND OTHER STAKEHOLDERS (without exception) must comply with this policy. Failure to do so may result in a visitor being asked to leave the school site.

AIMS AND OBJECTIVES OF THIS POLICY

- To safeguard all children during school hours, out-of-hours activities which are arranged by the school and when they are in the vicinity of the school boundaries at the end of the school day. The ultimate aim is to ensure that our pupils can learn and enjoy extra-curricular activities in an environment where they are safe from harm.
- To have in place a clear safeguarding protocol and procedures for the admittance of external visitors to the school to ensure that they meet statutory safeguarding guidance.
- To ensure that this is understood by all staff, Governors, visitors and parents/carers and conforms to child protection, safeguarding and school guidelines.

RESPONSIBILITIES

The Headteacher and the Senior Leadership Team (including DSLs) are responsible for the implementation, coordination and governors review this policy. All breaches of this policy must be reported to the School Business Manager (SBM).

The Office Administrators are responsible for ensuring visitors have been approved. The person hosting a visitor is responsible for informing the Office of the visit who will then be able to advise on:

- whether the visitor has already provided the required documentation
- whether the visitor, if they intend to visit on a regular basis, needs to provide the required documentation so that they can be approved
- the documentation required for occasional visitors (Photo ID)
- reviewing how the visitor will be supervised during their visit

The person hosting is responsible for a visitor(s) for the whole time that they are on site, unless otherwise agreed by the Headteacher.

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 or just outside the boundary fence) during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy therefore 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 peripatetic tutors, sports coaches, and topic-related visitors e.g. authors)
- All Governors of the school
- All parents/carers and volunteers
- Other education-related personnel (external advisors, inspectors)
- After-school lettings
- Building & Maintenance and all other independent contractors using the school premises
- Independent contractors who may transport pupils on minibuses or coaches

PROTOCOLS AND PROCEDURES - VISITORS TO THE SCHOOL

The following procedures must be followed for access to the school building:

- Visitors must immediately report to Reception. No visitor is permitted to enter the school via any other entrance or by any other means 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, if necessary, upon request.
- All visitors will be asked to sign in via the electronic visitors' system

A photograph of the visitor's face will be taken and a photo ID pass generated. This will be stuck on themselves and a red visitor lanyard provided, which must be worn around the neck and always be clearly visible to staff and pupils. A safeguarding leaflet will be provided to all first time visitors.

All visitors working unsupervised with pupils will be asked to produce their DBS certificate together with photo ID, i.e passport or driving licence. Without this they will not be granted access.

COLOUR CODED LANYARDS

All visitors will be provided with a red lanyard

- Will be escorted from reception to their point of contact (host) or their host will be asked to come to reception to receive them. The host will then be responsible for the visitor while they are on site, and it is their responsibility to ensure that this safeguarding procedure is followed.
- Must not be allowed to move around the site unaccompanied at any time and must be escorted everywhere.
- Will under no circumstances be allowed to meet with pupils on their own at any time, apart from under the direct supervision of a member of staff.

Governors are on the approved visitors list and will wear their lanyards when on site.

REGULAR VISITORS

The school Single Central Record (SCR) holds an approved visitor list for visitors who frequently visit the school site such as Governors, social workers, medical personnel or contractors, etc. These visitors will have already met the relevant enhanced DBS criteria to

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meet the statutory guidance. To qualify for the approved list, visitors must have demonstrated prior to the visit that:

- They have a current, enhanced, satisfactory DBS certificate with either a copy of the reference number or a compliant confirmation letter from their Employer or Company and that this has been registered on the SCR.

Visitors who have been approved must follow the same procedures on entry to the premises, as have been previously stated (e.g. sign in via the electronic visitors' system, at Reception, follow the requested information on screen e.g. giving their name, organisation, who they are visiting and car registration. External agencies via the Local Authority will be allowed to wear their Local Authority approved lanyard with one of our photo stickers.

SUPPLY/AGENCY STAFF

Supply teachers must show a copy of their DBS certificate along with photo ID (passport or driving licence) at Reception prior to gaining access to school areas. Supply teaching agencies will also provide a vetting checklist as evidence to confirm that they have carried out the required safeguarding checks for their staff. The office staff will log on the SCR.

Supply teachers will receive a leaflet and badge on arrival where key information including safeguarding, health and safety and other procedures are outlined.

GOVERNORS AND VOLUNTEERS

Governors and Volunteers must sign in on the electronic visitor system on arrival to school. New Governors will be made aware of this policy and must ensure that they are familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, the Chair of Governors and the Clerk to the Governors.

DEPARTURE PROCEDURES

All visitors must log out of our visitor system at the end of their visit and return the lanyard and holder.

SAFEGUARDING GUIDANCE FOR VISITORS

Adults visiting or working on the school site play an important role in the life of the school. Visitors can play a key part in keeping pupils safe whilst working at, or visiting, the school by following the guidelines outlined below:

If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead (DSL) who can be contacted through the main school office. Do not discuss your concerns with a student, and do not carry out an investigation.

If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the DSL of your concerns immediately via the school office.

All visitors must be mindful of the ethos and values of St Michael's and not seek to indoctrinate or influence pupils in any way that opposes our commitment to equality, tolerance and the promotion of British values.

For further guidance our Safeguarding and Child Protection policy can be found on the school website.

UNKNOWN AND UNINVITED VISITORS TO THE SCHOOL

Any visitor who is not wearing an identity badge should be challenged immediately in a polite manner to enquire who they are and the nature of their business on the school site. In the event that a visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher, SBM and the office staff should be informed promptly. The Headteacher / SBM will consider the situation and decide if it is necessary to inform the police.

PHOTOGRAPHS

Visitors are prohibited from taking photographs whilst on the school site unless they gain permission from the Headteacher.

IT

Visitors are not permitted to use St Michael's IT unless this has been requested and arranged in advance and following school guidance (visitor laptops will have limited access to stored information.) Visitors may not use a staff member's laptop to run a session.

If a visitor needs to use a projector or interactive screen or show slides these must be emailed in to school in advance. Visitors may use their own laptops to link to a school projector

FIRE EVACUATION

The visitor's host will also explain what to do should the fire alarm be activated during a visit. The school's fire alarm is a continuous bell. Visitors must leave the building by the nearest exit and assemble at the top of the playground. Staff will be able to support visitor evacuation.

SMOKING/VAPING

St Michael's Woolmer Green School operates a no smoking/vaping policy. Please do not smoke/vape anywhere on the school site.

MOBILE PHONES

All visitors are subject to our communication devices policy and should not be using their mobile phones in school, unless they have asked permission. To do so and only in the staff areas.

OTHER USEFUL INFORMATION / LINKED POLICIES

Keeping Children Safe in Education guidelines

Child Protection policy