School Visitors Policy

Implemented November 2016

Reviewed: Summer 2026

Next Review Summer 2027

Aim

To safeguard all the children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure that children can learn and enjoy extra-curricular experience, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all the staff, governors, visitors and parents and conforms to child protection guidelines as set by the DFE.

Where and to whom the policy applies

Everton Primary School is deemed to have control and responsibility for its pupils anywhere on the school site, during normal hours, during after school activities and on school organised (and supervised) off site activities. The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personal (Advisors, Inspectors)
- Building and Maintenance contractors

External Visitors to School

Staff are required to be familiar with the school's Safeguarding Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service.

This policy applies to all visitors invited to the school by a member of staff.

Protocol and Procedures

Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come to school.

When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to reception first – not to enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in
- All visitors will be required to wear an identification badge
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

On departing the school, visitors should leave via reception and sign out.

Where possible, visits by contractors especially for maintenance should be made at times when the pupils are not on the premises.

Unknown/Uninvited Visitors to School

1. Any visitor to the school site who is not wearing an identification badge should be challenged politely to enquire who they are and their business on the school site
2. They should then be escorted to reception to sign in and be issued with an identity badge. The procedures for invited visitors then apply
3. In the event that the visitor refused to comply, they should be asked to leave the site immediately and the Headteacher or member of the SLT should be informed promptly.
4. The Headteacher will consider the situation and decide if it is necessary to inform the police

5. If the unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Dissemination

This policy is publicised to everyone in the school community through the school website

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed throughout the visit and a decision made as to whether they may be asked to visit the school in future.

Visitor Protocol

All visitors require photographic identification to be allowed on the premises and a prior appointment.

Visitors to the school will be required to sign in at reception and bring one form of identification, this may be a driving licence, passport or any other official photographic identification.

If a visitor is to be working unsupervised with a pupil, a copy of the DBS is required.

With regards to DBS and employment checks, we adopt the same approach as required by Ofsted.