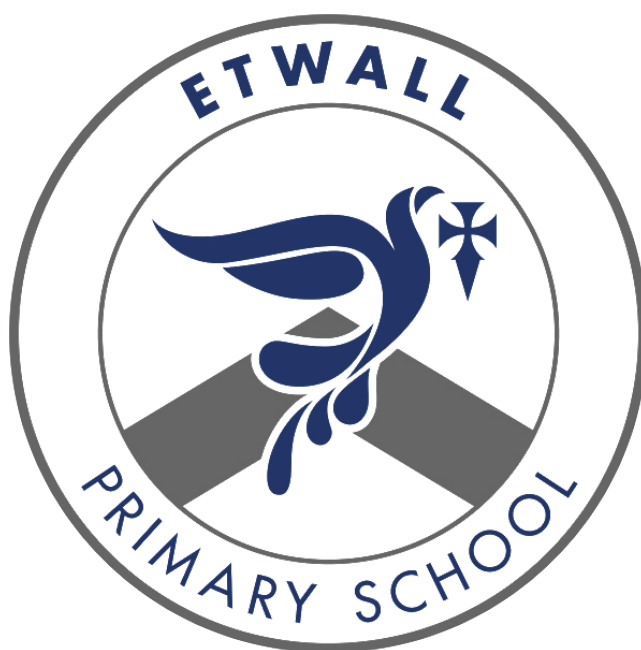


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This policy has been reviewed on 14/07/2026 and has been impact assessed in the light of all other school policies and the Equality Act 2010.			

Visitor Management and Visitors on Site Policy



At Etwall Primary School we believe that everyone should be included and that there is equality of opportunity for everyone, regardless of race, gender, ability, disability and social factors. This policy is intended to be inclusive of all in the school and wider school community.

Visitor Management and Visitors on Site Policy

1. Policy Statement

At Etwall Primary School, we are committed to providing a safe, secure and welcoming environment for pupils, staff, parents, governors, volunteers and visitors.

The safety and welfare of children is our highest priority. Whilst we recognise the value that visitors bring to the school community, all visitors must comply with the school's safeguarding, security and health and safety requirements.

This policy sets out the procedures for managing visitors to the school site and should be read alongside the following policies:

- Child Protection and Safeguarding Policy
- Security Policy
- Health and Safety Policy
- Preventing Radicalisation and Extremism Policy
- Staff Code of Conduct
- Low-Level Concerns Policy
- Online Safety Policy
- Photography and Video Policy
- Volunteer Policy
- External Contributors and Speakers Guidance

These linked policies already contain requirements relating to visitor supervision, safeguarding reporting, photography, security arrangements and external speakers.

2. Aims

This policy aims to:

- Safeguard pupils, staff and visitors.
 - Maintain a secure school environment.
 - Provide clear procedures for managing access to the school site.
 - Ensure compliance with safeguarding and security requirements.
 - Promote a positive and welcoming experience for legitimate visitors.
 - Ensure all adults understand their responsibility to report safeguarding concerns.
 - Reduce the risk of unauthorised access to pupils or school facilities.
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3. Scope

This policy applies to:

- Parents and carers
 - Governors
 - Volunteers
 - Contractors and maintenance personnel
 - Peripatetic staff
 - Supply staff
 - Trainee teachers
 - Agency staff
 - Educational professionals
 - External speakers
 - Visitors attending school events
 - Prospective parents
 - Members of the public
-

4. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure robust visitor management arrangements are in place.
- Monitor safeguarding and security arrangements.
- Review this policy annually.
- Ensure the school meets statutory safeguarding requirements.

Headteacher

The Headteacher will:

- Oversee implementation of this policy.
- Approve visits from external agencies and speakers where required.
- Ensure safeguarding arrangements are maintained.
- Assess risks associated with visitors and external contributors.
- Take action where visitor conduct raises safeguarding or security concerns.

Staff

All staff are responsible for:

- Challenging unidentified visitors appropriately.
 - Ensuring visitors follow school procedures.
 - Reporting safeguarding concerns immediately.
 - Reporting security concerns immediately.
 - Supporting visitors whilst maintaining pupil safety.
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5. Categories of Visitors

The school recognises five main categories of visitors:

Category A – Professional Visitors

Including:

- Educational psychologists
- School improvement partners
- Advisory staff
- Healthcare professionals
- Social workers
- Local Authority officers

Category B – Volunteers and Regular Visitors

Including:

- Reading volunteers
- School volunteers
- Governors
- Regular enrichment providers

Category C – External Contributors and Speakers

Including:

- Educational presenters
- Theatre groups
- Charities
- Religious representatives
- Cultural organisations

Category D – Contractors

Including:

- Maintenance contractors
- IT engineers
- Builders
- Surveyors
- Grounds maintenance teams

Category E – Parents and General Visitors

Including:

- Parents attending meetings
- Prospective parents
- Visitors attending events

6. Pre-Visit Arrangements

Where appropriate:

- Visits must be arranged in advance.
- The purpose of the visit must be clearly identified.
- Appropriate safeguarding checks must be considered.
- The Headteacher may refuse access where concerns exist regarding suitability, safeguarding, safety or security.

For external contributors and speakers:

- Educational value will be considered.
- Material must be age appropriate.
- Visits must align with school values.
- Prevent duties will be considered.
- A member of school staff must remain present throughout sessions.

7. Arrival Procedures

All visitors must:

1. Report to the main school reception immediately upon arrival.
2. State the purpose of their visit.

3. Provide identification if requested.
4. Sign in using the school's visitor system.
5. Wear a visitor badge at all times.
6. Read safeguarding information provided by the school.
7. Remain within authorised areas only.

Visitors must not proceed unaccompanied beyond reception unless authorised by the school.

8. Visitor Identification and Badges

All visitors must wear a school-issued visitor badge or approved identification.

The badge must remain visible throughout the visit.

Staff should challenge politely any individual who:

- Is not wearing identification.
- Appears unfamiliar.
- Cannot explain their reason for being on site.

Where appropriate, individuals may be escorted to reception for verification.

9. Safeguarding Expectations

All visitors share responsibility for safeguarding children.

Visitors must:

- Act as positive role models.
- Maintain professional boundaries.
- Avoid one-to-one situations where they are not visible to others.
- Follow school directions at all times.
- Report safeguarding concerns immediately.

Visitors must not:

- Exchange personal contact details with pupils.
- Communicate with pupils via social media.
- Arrange to meet pupils outside school.
- Use inappropriate language.
- Engage in behaviour that could be interpreted as grooming or boundary violations.

10. Reporting Safeguarding Concerns

Any visitor who becomes concerned about a child must immediately report the concern to:

- The Designated Safeguarding Lead (DSL), or
- A Deputy DSL, or
- The Headteacher.

This includes:

- Injuries
- Changes in behaviour
- Disclosures
- Signs of neglect
- Concerns about emotional wellbeing
- Concerns about exploitation or abuse

Visitors must never investigate concerns themselves.

11. Allegations and Low-Level Concerns

Visitors must report immediately:

- Concerns regarding a member of staff.
- Concerns regarding a volunteer.
- Concerns regarding another visitor.
- Conduct that may breach professional boundaries.

Concerns relating to the Headteacher should be referred through safeguarding procedures to the Chair of Governors.

All concerns will be managed in accordance with the school's safeguarding and low-level concerns procedures.

12. DBS and Supervision

The level of supervision required will depend on:

- The purpose of the visit.

- Frequency of attendance.
- Access to pupils.
- DBS checking arrangements.

Visitors without appropriate safeguarding clearance:

- Must not be left alone with pupils.
- Must remain supervised.
- Must follow instructions provided by staff.

Contractors will be supervised according to the nature of their work and proximity to children.

13. Mobile Phones, Photography and Recording

Visitors may only take photographs, videos or recordings with prior school permission.

Without authorisation, visitors must not:

- Photograph pupils.
- Video pupils.
- Record conversations involving pupils.
- Share images taken on site.

Mobile phones should only be used in designated areas and never whilst working directly with children unless specifically authorised.

The school reserves the right to prohibit photography or recording at any event.

14. External Speakers and Prevent Duty

External visitors delivering sessions to pupils must:

- Support British Values.
- Not promote extremist views.
- Respect equality and diversity.
- Deliver content suitable for the age and maturity of pupils.

The school reserves the right to terminate any session immediately if concerns arise.

Staff must remain present for the duration of any presentation or workshop.

15. Visitor Conduct

Visitors are expected to:

- Treat everyone with respect.
- Follow instructions from staff.
- Comply with safeguarding requirements.
- Follow health and safety procedures.

Visitors must not:

- Use abusive language.
- Behave aggressively.
- Smoke or vape on school premises.
- Consume alcohol or illegal substances.
- Access unauthorised areas.

The school may ask any visitor to leave immediately where conduct is inappropriate.

Police assistance may be sought where necessary.

16. Security Arrangements

The school maintains a secure site through a combination of:

- Controlled access systems.
- Visitor identification procedures.
- Perimeter fencing.
- Supervision arrangements.
- Staff vigilance.
- Safeguarding procedures.

Visitors should immediately report:

- Suspicious individuals.
 - Security breaches.
 - Unsecured entrances.
 - Lost visitor badges.
 - Concerns regarding site security.
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17. Access Control and Security Fobs

The school operates controlled access arrangements.

Staff-issued fobs, keys and access devices:

- Remain the property of the school.
- Must not be shared or loaned.
- Must not be used by unauthorised individuals.
- Must be reported immediately if lost, stolen or damaged.

Any misuse of access devices may result in withdrawal of access privileges and further investigation.

18. Emergency Procedures

In the event of:

Fire Alarm

Visitors must:

- Follow staff instructions.
- Proceed to the designated assembly point.
- Remain with the member of staff responsible for them.

Lockdown

Visitors must:

- Follow staff instructions immediately.
 - Remain in the designated secure location.
 - Refrain from using mobile phones unless directed to do so.
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19. Visitors with Additional Needs

The school will make reasonable adjustments to support visitors with disabilities or medical needs where possible.

Visitors requiring assistance should inform the school before attending where possible.

20. Monitoring and Review

The Headteacher will:

- Monitor compliance with this policy.
- Review incidents involving visitors.
- Report significant concerns to Governors where appropriate.

This policy will be reviewed annually or earlier where changes in legislation, guidance or safeguarding expectations require amendment.

Appendix A – Visitor Safeguarding Checklist

Before entering school visitors must understand that:

- ☐ Children's welfare is paramount.
- ☐ Any safeguarding concern must be reported immediately.
- ☐ Photography is prohibited unless authorised.
- ☐ Visitor badges must be worn at all times.
- ☐ Mobile phone use around pupils is restricted.
- ☐ Visitors must remain in authorised areas only.
- ☐ Children must never be taken off-site or unsupervised without permission.
- ☐ All visitors must sign out before leaving.