

Camrose Primary School with Nursery



Visitors in School Policy

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Date of review: Autumn 2027

Updated in line with statutory guidance

1. Purpose of the Policy

This policy sets out how visitors are managed to ensure the safety of pupils, staff, and the school community. It supports compliance with **Keeping Children Safe in Education (KCSIE)**, the **Prevent Duty**, and the school's safeguarding and health & safety procedures. Camrose Primary School aims to be a welcoming environment that values and benefits from appropriate visitors. Visitors can make an important contribution to the life and work of the school and can enrich pupils' learning and experiences.

The school recognises, however, that the safety and security of pupils, staff and visitors must always be maintained.

This policy establishes arrangements for managing visitors to the school premises in a way that balances the school's welcoming ethos with its safeguarding and security responsibilities.

The welfare of children is the school's primary consideration when determining whether and how a visitor may access the school or have contact with pupils.

This policy should be interpreted in accordance with **Keeping Children Safe in Education (KCSIE) 2026** and other current statutory guidance and legislation

2. Scope

This policy applies to all visitors, including:

- Parents and carers
- Contractors and maintenance staff
- External professionals (e.g., social workers, therapists)
- Educational visitors, speakers, and workshop providers
- Volunteers
- Governors
- Members of the public attending events

3. Responsibilities

- **Headteacher:** Overall responsibility for visitor management and safeguarding compliance.
- **Designated Safeguarding Lead (DSL):** Ensures safeguarding procedures for visitors are followed.
- **Office/Reception Staff:** Manage sign-in, ID checks, and issuing visitor badges.
- **Staff hosting visitors:** Ensure visitors are supervised and follow school rules.
- **Visitors:** Must comply with this policy at all times.

4. Visitor Approval

Visitors may only enter the school site if:

- They have a **pre-arranged appointment**, or
- The Headteacher/Deputy Headteacher has authorised entry.

Unannounced visitors may be refused entry.

5. Arrival and Sign-In Procedures

All visitors must:

- Report to reception on arrival
- Provide identification
- Sign in using the school's visitor sbook
- Wear a **visitor badge** at all times
- Read the safeguarding and emergency information provided on the back of the lanyard
- Be escorted to their destination unless authorised otherwise

Visitors without acceptable ID may be refused entry.

6. Safeguarding Requirements

In the interests safeguarding and health and safety, staff members are to 'challenge' adults on site who are not wearing visitor badges and lanyards or who are unaccompanied, and whom they do not recognise as staff or pupils, by politely asking who they are and what their business is on site. The external visitor should be accompanied back to Reception and issued with a visitors' badge and accompanied by a member of staff on the visit.

Where the legitimacy of an individual on site is questionable this must be reported straightaway to a member of SLT. If a visitor is observed behaving in a way that might compromise their own, or another person's safety, this must be reported to SLT immediately.

The school operates a strict safeguarding approach:

Supervision

- Visitors **without DBS clearance** must be supervised at all times.
- Visitors with **enhanced DBS** may work unsupervised only if approved by the Headteacher.

Reporting Concerns

Visitors must immediately report any safeguarding concern to the **DSL** or Deputy DSL (see back of lanyard for photos of DSLs).

Prohibited Actions

Visitors must not:

- Take photographs or videos
- Use mobile phones in pupil areas
- Access pupil toilets
- Have unsupervised contact with pupils unless authorised

7. Contractors and Maintenance Personnel

Contractors must:

- Sign in and wear identification
- Be supervised unless DBS-checked
- Follow health & safety rules
- Work only in agreed areas
- Not interact with pupils unless necessary and supervised

Contractors working during school hours must comply with safeguarding expectations.

8. External Speakers and Educational Visitors

All external speakers must be vetted in line with the **Prevent Duty**.

The school will:

- Check the purpose and content of the visit
- Ensure materials are age-appropriate
- Supervise the session
- Stop the session if safeguarding or suitability concerns arise

9. Volunteers

Volunteers must:

- Complete safeguarding induction
- Undergo DBS checks where required
- Follow staff instructions
- Never work unsupervised unless authorised

10. Governors

Governors visiting the school must:

- Sign in and wear a badge
- Follow safeguarding and conduct expectations
- Avoid operational involvement
- Conduct visits in line with the **Governor Visits Policy**
- Report any concerns to the Headteacher or DSL

11. Emergency Procedures

Visitors must follow instructions from staff during:

- Fire evacuation
- Lockdown (partial and full)
- First aid incidents
- Other emergencies

Emergency information is provided at sign-in.

12. Behaviour Expectations

Visitors must:

- Treat pupils and staff respectfully
- Follow staff instructions
- Maintain confidentiality
- Avoid inappropriate language or behaviour

The school may withdraw permission for visitors who breach expectations.

13. Data Protection

Visitor information is collected and stored in line with GDPR and the school's privacy notice.

14. Review of Policy

This policy will be reviewed **annually** by the governing board or sooner if statutory guidance changes.