

Beeston Primary School

Visitors in School Policy

<i>Date agreed by Governing Body</i>	<i>8th June 2026</i>
<i>Review date</i>	<i>June 2028</i>
<i>Person(s) responsible for this policy</i>	<i>Jessica Oxley / Susan Knowles</i>

1. Policy Statement

At Beeston Primary School, we welcome all visitors warmly and professionally. We also recognise our legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This includes our duty to safeguard pupils from harm, abuse or inappropriate influence.

The Governing Body, Headteacher and senior staff are responsible for ensuring this duty is followed at all times. We take child protection and safeguarding extremely seriously, and all visitors must comply with this policy without exception. Failure to do so may result in the visitor being escorted from the school site.

2. Policy Responsibility

The Headteacher is responsible for implementing and coordinating this policy, working with the Site Management Team, Business Manager, office team and safeguarding leads as appropriate.

All staff must adhere to this policy. Any breaches must be reported to the Headteacher and may result in disciplinary action for staff members.

3. Aims

Our aims are to:

- Safeguard all children during school hours and school-arranged activities
- Ensure pupils can learn and enjoy school in a safe environment
- Protect school resources from theft, vandalism and misuse

4. Objective

We will:

- Maintain a clear protocol for admitting external visitors that all staff, governors, visitors and parents understand
- Ensure our procedures comply with child protection and safeguarding guidelines
- Account for all visitors in the event of an emergency or practice drill

5. Where and to Whom the Policy Applies

The policy applies to:

- The school site (within the boundary fence) during school hours, after-school activities and school-organised off-site activities
- All visitors, defined as anyone other than current staff members, long-term agency staff, pupils, and parents dropping off or collecting children

Visitors include:

- Governors
- External visitors (tutors, sports coaches, authors, musicians, artists)



- Parents and volunteers (outside drop-off/collection times)
- Education professionals (advisors, inspectors, health professionals)
- Contractors (building, maintenance and other independent contractors)

6. Procedures

6.1 Visitors Invited to the School

Before the visit:

- Inform the Headteacher or a senior leadership team member about the visit, including its purpose, relevance, date and time
- Enter the visit in the online school diary for review
- The organiser would send the office the details of the visit (name, date, email details). The office will send the relevant paperwork (safeguarding documents, outside agencies safeguarding check form, visitor safety leaflet) along with a request asking the visitor to bring formal photo ID. The office will also ensure the correct documentation has been received (e.g. letter of assurance)
- The office will update the entry for the visit in the online school diary

On arrival all visitors must:

- Report to the main school office
- State the purpose of their visit and who they're meeting
- Present formal photo ID
- Sign in using the school's Inventory system
- All visitors must inform the school office of any known allergies when signing in. This helps us maintain a safe environment and provide appropriate support in the event of an allergic reaction
- Read and accept the code of conduct (if not already sent)
- Receive a copy of the visitor safety leaflet (covering safeguarding, health and safety, evacuation procedures)
- Provide their name, organisation (if applicable), who they're visiting, and vehicle registration (if applicable)
- Have their photograph taken on the Inventory system
- Wear a visitor identification badge and lanyard at all times:
 - **Red lanyard:** Visitor must be supervised at all times (no safeguarding clearance)
 - **Purple lanyard:** Visitor has appropriate safeguarding clearance and may move around unescorted

Mobile phone policy:

- All visitors must turn off mobile phones when entering the school site
- Mobile phones may only be used in designated 'mobile phone zones' (marked with green signs)
- Reminders are displayed in the main office

During the visit:

- Visitors will be escorted to their point of contact, or their contact will collect them from the office
- The contact is responsible for the visitor while on site
- Visitors must not move around unaccompanied unless they have a valid DBS check verified by the school
- All staff have a duty to challenge any visitor not wearing a badge/lanyard and escort them to the office
- Any visitor wearing a red lanyard found unsupervised must be escorted to the office immediately
- Visitors will be given the opportunity to read relevant policies (Safeguarding and Child Protection, Keeping Children Safe in Education, Safer Working Practice, Whistleblowing, Positive Behaviour) if these haven't already been read prior to the visit, and sign the register to say they have read and understood the documents.



On departure visitors must:

- Leave via the school office
- Sign out using the barcode on their identification badge or by using the Inventory screen
- Return the badge and lanyard to the office

6.2 Approved Visitor List

We maintain an approved visitor list for frequent visitors (including contractors and health professionals). To qualify, visitors must provide evidence of:

- Current enhanced DBS check and children's barred list check (recorded on the Single Central Record)
- A letter of assurance or completed outside agencies safeguarding checks form from their employer confirming:
 - Fully completed application form
 - Face-to-face interview
 - Identity checks
 - At least two satisfactory references
 - 'Right to work in the UK' verification
 - Enhanced DBS disclosure
 - Childcare disqualification checks (if applicable)

Approved visitors must still follow all entry procedures (report to office, sign in, wear ID badge).

The School Business Manager maintains the Single Central Record. The Administration Team also holds a list of approved visitors.

6.3 Unknown/Uninvited Visitors to the School

If you see a visitor without a badge/lanyard:

- Challenge them politely about who they are and their business on site
- Remind them of school procedures
- Escort them to the main office to be issued with a badge/lanyard (if approved)
- Follow the procedures in section 6.1

If a visitor refuses to comply:

- Ask them to leave immediately
- Inform a member of the senior leadership team
- The SLT will decide whether to contact the police

If a visitor becomes abusive or aggressive:

- Ask them to leave immediately
- Warn them that police will be called if they don't leave
- The Headteacher has the authority to prohibit any visitor from entering or remaining on site

6.4 Governors and Volunteers

Volunteers must:

- Complete a volunteer pack before starting
- Complete an application form
- Provide two referees
- Complete a DBS check
- Provide identification



- Once approved, they will be added to the approved visitors list

Governors must:

- Have an enhanced DBS check
- Follow the same procedures as volunteers
- Sign in and out at the main office (as per section 6.1)
- Be made aware of this policy during induction (responsibility of the Headteacher and Chair of Governors)

6.5 Contractors (Buildings and Maintenance)

Contractors follow the procedures as set out in 6.1.

When pupils are on site:

- Contractors with valid DBS checks may work unaccompanied (at the discretion of the Site Management Team), provided the work doesn't affect pupil/staff learning or safety
- Contractors without valid DBS must be supervised at all times by the Site Management Team or another staff member
- No contractor may work unsupervised unless their DBS has been checked and verified by the School Business Manager and they've been briefed on health and safety by the Site Management Team

Scheduling:

- Contractor visits should ideally be booked for school holidays
- If work must be completed during the school day, book when the Site Management Team is on site
- For emergencies, inform the School Business Manager

6.6 Parents

We value our partnership with parents while maintaining safeguarding for pupils and staff.

Drop-off and collection times:

- Clear procedures are in place for managing parent movement on site

Other times:

- Parents must report to the main office and state the purpose of their visit
- Follow procedures in section 6.1
- After signing in, parents will be escorted to their point of contact, or their contact will collect them from the office
- The contact is responsible for them and will escort them off site at the end of the visit
- Parents must not move around unaccompanied

Exception: During planned school or classroom events (e.g. Christmas Craft Morning), staff will steward parent visitors and take all reasonable precautions to ensure visitors are genuine.

6.7 Former Pupils

Former pupils wishing to visit must:

- Request permission in advance
- Obtain Headteacher approval
- Follow all procedures in section 6.1



7. Staff Development

New staff will be made aware of this policy during induction and asked to ensure compliance at all times.

8. Linked Policies

- Safeguarding and Child protection
- Keeping Children Safe in Education
- Safer Working Practice
- Whistleblowing
- Positive Behaviour
- Fire Management Plan
- Online Safety Policy
- Low-Level Concerns Policy

