

SCHOOL VISITOR POLICY

Glenthorne Primary School



Written by	R Woodall	Date: September 24
Approved by	R. Woodall M.Such	Date: 25 th September 24

Version Number	Reason for Change	Date
2	Annual Review & KCSIE Updates	September 2025

This policy should be read with the following policies and guidance;

- The School's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Gov
- Keeping Children Safe in Education - DFE 2025

Introduction

Visitors are welcome to Glenthorne Community Primary School and make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all children whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all pupils at Glenthorne can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, the proprietor, visitors and parents and conform to child protection guidelines.

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

This policy applies to;

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g., business people, authors, artists etc.)
- All parents/carers
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors

This policy applies to all visitors invited to Glenthorne Community Primary School.

Visitors Invited to School

Where possible permission should be granted by the Headteacher before any visitor is asked to come into school.

- All visitors must come to the main entrance upon arrival and must not enter via any other entrance.
- At the front door, all visitors must state the purpose of their visit and who has invited them.
- They should be ready to show formal identification where appropriate.
- All visitors will be introduced to a member of the office staff and be asked to sign in using the 'SignIn' app. This also includes signing our Safeguarding agreement.
- A member of the office staff will issue each visitor with a visitor's badge.

- A member of the office staff will also provide the visitor with a copy of the 'Visitors Safeguarding Guidance' booklet.
- The member of the office staff will then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
- 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.
- At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff).
- On departing the school, visitors should leave via the school office, sign out of the APP and return their visitors' badge.

Visitors whose purpose is to work with pupils in some capacity:

- Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one-to-one basis (e.g. Children's services or health professionals.)
- Staff should ensure that all normal visitor policy requirements are followed.
- Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching or one-to-one interviews of pupils or escorting pupils around the building.
- If a visitor has DBS clearance, they may work with pupils unaccompanied. At times this may be teaching a class or a one-to-one interview. This must be agreed in advance.
- Regular visitors to the school must have DBS clearance.

Use of External Agencies

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils support fundamental British Values and our school values.
- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.

Unknown/uninvited visitors to school

- Any visitor to the school site who is not wearing a visitors' badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office to sign in using the APP and be issued with a visitor's badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher immediately informed.

- The Headteacher and/or members of the senior management team will consider the situation and decide if necessary to inform the police.
- If an 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.

STAFF DEVELOPMENT

- As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.