

Statement of Policy for Visitors to School

Salesbury Church of England Primary School 2025-2026

1. Introduction

Visitors are welcome to Salesbury Church of England Primary School. They make an important contribution to the life and work of the school in many different ways. The learning opportunities and experience they bring are encouraged, valued and appreciated. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils and staff remains uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

2. Policy Responsibility

The Headteacher, Senior Leadership Team; School Business Manager and the School Office Administrator are the members of staff responsible for implementation, coordination and review of this policy.

2. Aim

To safeguard all children under this school's responsibility both during school hours, curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure Salesbury Church of England School children can learn and enjoy experiences, in an environment where they are safe from harm.

3. Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents and conforms to child protection guidelines as set by the DfE : *preventing unsuitable people from working with children and young persons in the education service.*

4. Where and to whom the policy applies

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. 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 or 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 personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

6. External Visitors to Salesbury Church of England Primary School

Staff are required to be familiar with DfE guidance on Child Protection (accessible on the staff noticeboards, internet school website or by request)

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

Protocol and Procedures

6.1 Visitors Invited to the School

a) Before a visitor is invited to the school, the Headteacher, Deputy Headteacher or School Business Manager 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 before a visitor is asked to come into school.

b) 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 - do not 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 on the Inventory system, which is placed in reception
- All visitors will be required to wear an identification label created by the Inventory system
- Visitors will 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. All visitors should be briefed on Emergency Evacuation procedures by their host teacher or the School Office staff. All visitors should read the school's safeguarding leaflet on their initial visit and update their familiarity with this on at least an annual basis.

c) On departing the school, visitors should leave via reception and:

- Sign out on the Inventory system
- Return the identification label to the school office for destruction

A member of the office team will oversee the process.

6.2 Unknown/Uninvited Visitors to the School

a) Any visitor to the school site who is not wearing an identity label should be challenged politely to enquire who they are and their business on the school site

b) They should then be escorted to reception to sign in on the Inventory system and be issued with an identity labels. The above procedures in 6.1 then apply.

c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteachers (or Senior Leader if not available) should be informed promptly.

d) The Headteacher / Deputy Headteacher (or Senior Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

e) 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. The Lockdown procedure may be used if appropriate,

6.3 Governors and Parent Helpers

a) All governors and parent helpers must comply with DBS procedures, completing a DBS and verifying documents with the school office staff.

b) The School must check all governors and parent helpers DBS certification is in date at the beginning of the academic school year. Thereafter, procedures as per 6.1 should apply. Please note that Governors should also sign in and out using Inventory System.

c) New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or Link Governor.

d) New parent helpers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

7. Staff Development

As part of their Induction, new staff will be asked to ensure compliance with its procedures at all times.

8. Linked policies

This policy should be read in conjunction with other related school policies: including:

- Child Protection and Safeguarding Policy
- Confidentiality Policy
- Health and Safety Policy
- Fire Safety Policy

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9. Dissemination

This policy is publicised to all in the school community through:

- School Website
- Staffroom
- School Office

10. Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future. We do appreciate the time and energy displayed by our visitors and thank them for their contribution to our school life and supporting us in keeping our children safe.

