Visitors in School Policy

November 2026

I have read this policy

*Signature*_____

Name _____

*Date*_____

Version 1.3
Approved:
Date of ratification by governing body:
Date of next review: November 2028

1. Aim

1.1 To have in place a clear protocol and procedure, which is understood and implemented by all staff, governors, visitors and parents. The ultimate aim is to ensure that

- *students at our school can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.*
- *School staff should be able to come to work without fear of violence, abuse or harassment from visitors*

2 Policy statement

2.1 Visitors are very welcome at Sonning Common Primary School however it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

2.2 The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times.

2.3 In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with this policy.

2.4 Although fulfilling a public function, schools are private places. The public has no automatic right of entry. Parents and carers of enrolled pupils have an 'implied licence' to come onto the school's premises when collecting and delivering children, attending invited events or by pre-arrangement. The right to access the school's premises remains the decision of the Headteacher.

2.5 The Headteacher is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher.

3 Where and to whom the policy applies

3.1 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.

3.2 Sonning Common Primary School welcomes visits from children and young people under the age of 16 where these support educational, community, transition, charitable, sporting,

or family-related activities. The school has a legal duty of care to safeguard all children on site. Any visitor under the age of 16 must be appropriately supervised at all times.

3.3 The policy applies to all visitors in school including:

- *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 supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)*
- *All Governors of the school*
- *All parents (including parent helpers)*
- *All children under 16 (who are not members of the school, including children visiting with parents/carers, former pupils, children attending school events, young performers, speakers or volunteers, children attending work shadowing or familiarisation or as part of links with other schools or organisations).*
- *Other education related personnel (County Council staff, Inspectors, health care professionals)*
- *Buildings and Maintenance Contractors.*

3.4 As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

3.5 New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher

4 Governors and other visitors

4.1 All Governors and **regular adult visitors** must comply with the Disclosure and Barring Service, by completing a DBS disclosure. This DBS disclosure may be via their host organisation, and this will be checked by the school office, or it will otherwise be completed via the SCPS school office before visitors can work unsupervised with children.

4.2 **Regular visitor** means someone who visits school on a regular basis for example every week. This includes regular community volunteers, all parent helpers, peripatetic music or other tutors, sports coaches, supply teachers, external IT contractors who working unaccompanied by a member of staff in classrooms where children are present.

4.3 **Parent helpers** should also sign the Guidelines for Parent helpers, a copy of which is in Appendix B.

4.4 Parents or community volunteers may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) without a DBS check having taken place as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. The school has a risk assessment for visitors in school without a DBS check, a copy of which is in Appendix A.

4.5 **Under 16 visitors** need to have parental consent (if applicable for the reason they are visiting) and staff must ensure suitable supervision arrangements, including risk assessments, are in place before the visit. Visitors under 16 must remain under the direct supervision of a parent/carer, school employee or authorised responsible adult at all times whilst on site. Visitors under 16 will not be permitted to access staff only areas unless accompanied.

4.6 All visitors (regular or otherwise) should follow the procedures as stated in section 6.

5 Planned Visitor Procedure

5.1 The school office should be informed of all pre-arranged visitors to the school by the member of staff arranging the visit.

5.2 All visitors to the school will be asked to provide formal identification at the time of their first visit.

5.3 All visitors must report to the school office first and must not enter the school via any other entrance.

5.4 At the school office, all visitors must state the purpose of their visit and who has invited them. Visitors from external agencies will be asked to produce formal identification.

5.5 All visitors will be asked to sign in by completing the Visitors' Record, ~~making note of~~ providing their name, organisation, who they are visiting and vehicle registration number (if applicable).

5.6 All non-DBS checked visitors (including children under 16) will be required to wear an identification badge with a red visitor's lanyard and the badge must remain visible throughout their visit. They must be supervised at all times and especially never left alone with children.

5.7 All DBS checked visitors (Governors / regular parent helpers / community volunteers / tutors / sports coaches) will be required to wear an identification badge with an orange (governor), black (parent helper) or blue (other DBS visitor) lanyard and the badge must remain visible throughout their visit.

5.8 All visitors will be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Information on how to do this is on the reverse of the visitor badge.

5.9 A copy of this Visitor Policy will be provided to all new visitors and they will be asked to read and sign that they will comply with the policy. This record will be kept by the school office to avoid returning visitors having to sign again (see section 6 Approved Visitor List).

5.10 Non DBS checked visitors will be escorted to their point of contact OR their point of contact will be asked to come to the school office/ reception to receive the visitor. The contact will then be responsible for them while they are on site.

5.11 Staff and visitors are not allowed to use mobile phones in school classrooms, as outlined in our Use of IT Policy. Please ensure that any mobile device brought into school is safely stored out of sight and not used except in area where permitted.

5.12 On departing the school, visitors should leave via the school office and note their departure in the Visitor's record and return their identification badge and lanyard to the school office. Visitors under the age of 16 may need to be collected by a responsible adult (depending on their age).

6 Approved Visitor list

6.1 The School will hold an approved visitor list for visitors who frequently visit the school site to undertake unsupervised work within the school (including contractors and supply staff). A copy of this record is in Appendix C.

6.2 To qualify for this list the adult visitor must have demonstrated, prior to the visit that:

- *a) They have a current clear enhanced DBS check and a copy of this has been registered in the School safeguarding file AND*
- *b) A current clear DBS childrens' barred check has been undertaken AND*
- *visitors on the Approved List MUST still follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book).*

6.3 A copy of the approved visitor list will be kept behind reception and in the Safeguarding file at all times.

7 Unknown/ unplanned visitors to the school

7.1 Any visitor to the school site who is not wearing an identity badge must be challenged politely to enquire who they are and their business at the school.

7.2 They must then be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge. The procedures in section 5 then apply.

7.3 If the visitor refuses to comply, they must be asked to leave the site immediately and the Headteacher and Deputy Headteacher should be informed promptly.

7.4 The Headteacher / Deputy Headteacher will consider the situation and decide if it is necessary to inform the police.

7.5 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.

8 Linked policies

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

- Child protection/safeguarding policy
- Health and safety policy
- Confidentiality policy
- Use of information technology policy

9 Dissemination

9.1 The Policy is available on the school web site, and a paper copy is available from the main school admin office on request.

10 Reviewing the Policy

10.1 This policy will be reviewed bi-annually by the head teacher and monitored by a Governor to ensure that the Policy is relevant and up to date.

11 Appendix A Risk Assessment for non DBS checked visitors

APPENDIX A

RISK ASSESSMENT

Activity being Risk Assessed:	Adult in school DBS – Not OCC Education staff					
What are the hazards?	**Who might be harmed and how?**	**What are you already doing?**	**Do you need to do anything else to manage this risk?**	**Action by whom?**	**Action by when?**	**When Done?**
Potential child protection issues if left alone with pupils	Pupils if left alone with non-DBS adult in respect of Child Protection and also adults are comfortable in managing pupils correctly in line with school policies.	Visiting Adult will bring current DBS and photo ID for checking by Office Staff. Visiting Adult will sign Visitors Policy. Visiting Adult will sign in as a visitor. Visiting Adult will be working in a shared working area. Visiting Adult will not be left alone with any pupils throughout their stay. Adult will wear a visitor badge for the duration of their stay. Visiting Adult will be introduced to all members of staff as necessary. Visiting Adult to be in contact with any of the named members of staff regularly throughout their time at the school.	No	NA	Identity check to be completed prior to working with class. Visitor badge to be worn by all visitors throughout their visit. Visitor Policy will be signed before working with class.	On day of visit

Activity being Risk Assessed:	Adult in school DBS – Not OCC Education staff					
What are the hazards?	**Who might be harmed and how?**	**What are you already doing?**	**Do you need to do anything else to manage this risk?**	**Action by whom?**	**Action by when?**	**When Done?**
Potential child protection issues if left alone with pupils	Adult – if left alone, Child protection accusations / misconduct could occur and would be difficult to challenge.	Visiting Adult will be working in a shared working area. Visiting Adult will not be left alone with any pupils throughout their stay. Adult will wear a visitor badge for the duration of their stay. Adult will be introduced to all members of staff as necessary. Visiting Adult to be in contact with any of the named members of staff regularly throughout their time at the school. Visitors will be made aware of who the Designated safeguarding Leads are.	No	NA	Identity check to be completed prior to working with class. Visitor badge to be worn by all visitors throughout their visit. Visitor Policy will be signed before working with class.	On day of visit

Risk Assessment Completed by (Name):	Mrs Rachel Salmons	**Job Title:**	Headteacher	**Date:**	26/11/2023
Authorised by Line Manager (Name):		**Job Title**		**Date:**	
Reviewed by:		**Job Title**		**Date:**	
Distribution List:		**Job Title:**		**Date:**	

12 Appendix B Guidelines for parent helpers in school

Firstly, thank you for offering to give some time to the school on a regular basis. The following few bullet points are to give some general guidelines to assist you:

- On arrival each day, ensure you are signed in at the school office and have collected your identification badge before going to class.
- It is useful to talk to your class teacher to understand how the class works – ask them how they would like you to operate whilst in the classroom.
- Ask for a tour of the school so that you know where all the facilities are.
- Matters concerning individuals, both staff and pupils are confidential. Parent helpers should continue to maintain and improve the ethos and reputation of the school and their conduct within the school and the wider community should reflect this.
- Always ask for further explanation if you are unsure of what the class teacher requires. Anyone in school will be happy to help you if you need assistance.
- Expect the teacher to let you know of any timetable changes that may affect you – equally please let the teacher know if there is a reason you may not be able to attend a regular session.

Agreement:

- I understand that the class teacher is in charge of all activities and the discipline in the class. If I am asked to work with a group of children outside the classroom however, or in a discrete group in class, I can verbally discipline a child. I will not under any circumstances use physical force.
- If you see or hear anything that concerns you during your time in school, please either pass your concern on to the class teacher or the Headteacher as necessary.
- If you see, hear or have any safeguarding concerns during your time in school, please pass these to the Designated Safeguarding Lead – the headteacher - and if possible use the Recording for Safeguarding Incidents, the details of which are displayed on posters throughout school and shown on the reverse of your visitors badge.
- Staff and visitors are not allowed to use mobile phones in school as per our IT Use policy . Please ensure that any mobile device brought into school is safely stored out of sight and not used whilst on the premises.

I agree to abide by the conditions of being a Parent Helper in school.

Signed: _____ _____

Visitor Head teacher

Date:_____ _____

13 Appendix C Record of regular visitors

13.1 To qualify for this the adult visitor must have demonstrated, prior to the visit that:

- *They have a current clear enhanced DBS check and a copy of this has been registered in the School safeguarding file AND*
- *A current clear DBS childrens' barred check has been undertaken*

Visitor name	Organisation (if applicable)	DBS checks completed (Date)	Visitor policy signed (Date)