

Visitors' Policy

Amended: June 2025

Approved by Governors: July 2025

Review date: June 2026

The Governing Body assures all visitors a warm, friendly and professional welcome to Woodlands School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

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 the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the school site.

Policy Responsibility

Assistant Head Teacher (Designated Safeguarding Lead) is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff as appropriate. All breaches of this procedure must be reported to the Assistant Head Teacher (DSL).

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.

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/carers and conforms to child protection and safeguarding guidelines.

To have an agreed policy with SKANSKA as part of the school’s working agreement.

The policy applies where the school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. The policy applies to:

- All 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/carers and volunteers
- Candidates for interview
- Other Education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other Independent contractors visiting the school premises at the request of SKANSKA
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). No visitor will be left alone with pupils unless all requirements have been met via the DBS Update service or compliance letter from their employer stating that they have undergone the correct pre-employment safeguarding checks. They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in on the InVentry software making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor.

The school will issue each visitor with the appropriate lanyard and inform them of what access they have around the school. Our lanyards are as follows:-

Purple lanyard – full access

Rainbow lanyard – LGBT+ Advocate full access (must be worn with the purple lanyard)

Blue – work experience – full access

Yellow – visitor – full access

Red – visitor must be accompanied at all times

Black - member of the Compass Education Trust Ltd. Full access

Governors wear green lanyards and have full access

Approved Visitor List

The School and SKANSKA will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff). To qualify for this list the 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 on the School's Central Record AND
- b) A current clear DBS children's barred check has been undertaken AND

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' book OR SKANSKA's book). A copy of the approved visitor list will be kept behind reception at all times.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Unknown/Uninvited Visitors to the School

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

They should then be escorted to reception to sign in and be issued with an identity badge.

The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is 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.

Governors and Volunteers

All governors and parent/carers helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the HR manager.

The school must check all governors and parent/carer helpers DBS certification is current

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book.

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 Chief Executive Officer and Chair of Governors.

New volunteers 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.

Visiting Speakers

Before inviting a guest speaker into the school appropriate checks on the suitability of the person will take place, which may include internet searches and/or contacting other schools where the person has spoken previously.

The guest speaker will be spoken to and made aware that there must be no statements which might cause offence to others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

The speaker will be expected to talk with staff about the content of the presentation before the event; speakers and staff must allow time for this discussion, whether it is on the day or beforehand.

An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Head Teacher.

Visiting speakers must arrive at reception in good time to book in and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present.

Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks.

Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable.

After the presentation, an evaluation form should be completed which will include feedback from staff, note any contentious subject areas or comments, and state whether the speaker could be booked again in the future.


Staff Development

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

Linked Policies

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

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy
- Allegations Policy

Signed: 
Head Teacher

Dated: 8th July 2025

Signed: 
Chair of Governors

Dated: 8th July 2025

