

## Mulberry Wood Wharf Primary

### Visitor Policy

**Approval Body:**

Mulberry Wood Wharf LGB

**Approval Date:**

November 2025

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November 2023

**Review Date:**

November 2026

**Policy Version:**

3

## **School Visitors Policy and Procedures**

### **Policy Statement**

The Governing Body assures visitors a warm, friendly and professional welcome to Mulberry Wood Wharf Primary.

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 always uncompromised.

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 to do so may result in the visitor's escorted departure from the school site.

### **Policy Responsibility**

The Executive Headteacher is the member of staff responsible for the implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officers as appropriate. All breaches of this procedure must be reported to the Headteacher or SLT member in charge of the school at that time.

### **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 and conforms to child protection and safeguarding guidelines.

### **Where and to whom the policy applies**

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)
- All governors of the school
- All parents and volunteers
- All pupils

- Education related personnel
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

## **Protocol and Procedures**

### **Visitors to the School**

All visitors to the school are asked to bring formal identification, e.g. photo documentation such as passport or driving licence, with them at the time of their visit

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 using the sign in the computer system situated in reception making note of their name, organisation, who they are visiting and car registration. Until this has been set up, we will use a manual signing in book
- All visitors will be required to wear an identification lanyard which 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 List
- All visitors will be expected to read the visitor information upon arrival

### **Approved Visitor List**

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school.

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 the DBS number 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 visitor's book).

The approved visitor list is kept on the shared drive.

### **Visitors Departure from School**

On departing the school, visitors must leave via reception and:

- Sign out using the computerised system/signing in book
- Return the identification lanyard 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 the Visitor's book and be issued with an identity lanyard.

The procedures under "Visitors to the School" above will then apply. If 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 parent helpers must comply with DBS procedures, completing a DBS disclosure form (if not already held) via the school office.

Governors that come into school regularly must comply with DSB procedures, completing a DBS disclosure form (if not already held) via the school office. The Governing Body would like all its governors to comply with DSB procedures.

The school must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old) Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the computer system.

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 Chair of Governors and Executive Headteacher.

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.

## **Staff Development**

As part of their induction, new staff will be made conversant with this policy for external visitors and asked to always ensure compliance with its procedures.

## **Education Visitors to support Learning**

### **Inviting visitors to school**

Before a visitor is invited to the school, permission of the Executive Headteacher/SLT must be obtained. A clear explanation of the relevance and purpose of the visitor should be provided, along with an intended date and time of the visit (appendix A). Once approval from the Headteacher/SLT member is obtained, a formal letter of invitation should be sent to the visitor giving the date and time of the meeting, the entry arrangements and also a request to bring some formal identification.

- The person responsible for organising the visit must know what the visitor intends to do and say within the school
- Every visitor must be accompanied at all times by an adult from within the school

- Appropriate checks of each visitor will take place e.g. Google the person and speak to the organisation they're from
- If there are any concerns the school should engage with the local police or LA Prevent lead to find out about the individual.
- Visitors can be expected to sign an "External Speakers Policy"

### **Policy Review**

The policy will be reviewed in one years' time or when necessary, before.

### Appendix A

#### Request for a Visitor to the school

Requested by:
Name of visitor:
Reason for visit:
Date of Visit:
Links with curriculum:
Content delivered by Visitor:

