

# John Blandy Primary School



## School Visitor Policy

**Belong. Believe. Brilliant.  
Together We Thrive**

**Approved by:** Suzanne Elliott **Date:** 8<sup>th</sup> September 2025

**Last reviewed on:** 8<sup>th</sup> September 2025

**Next review due by:** 8<sup>th</sup> September 2028

## Policy Statement

John Blandy Primary School welcomes all visitors in a warm, friendly and professional manner. We acknowledge that they often make an important contribution to the life and work of our school in many different ways. The learning opportunities and experience they bring are encouraged and appreciated.

It is the school's responsibility, however, to ensure that the health, safety, security and well-being of our pupils and staff is uncompromised at all times. We therefore require that **all visitors** comply with the following policy and procedures. Failure to do so may result in the visitor being escorted from the school site.

## Policy Responsibility

The Head Teacher and office administration staff are responsible for the implementation, co-ordination and review of this policy. They will also be responsible for liaising with the school staff and Trust Safeguarding Lead as appropriate. All breaches of this policy must be reported to the Head Teacher or a member of the Senior Leadership Team.

## Aim

To safeguard all children and staff both during school hours and out of hours when we provide other activities which are arranged by the school. The ultimate aim is to ensure that children at John Blandy Primary School can learn and enjoy extra-curricular experiences in a safe and secure environment.

## 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 out by the DFE and school's safeguarding policy.

## 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 as well as during after school activities arranged by the school. John Blandy Primary also have responsibility for school-organised (and supervised) off-site activities such as trips and residential. Externally run clubs have responsibility for the children in their care.

## 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 tutors, music teachers, sports coaches and topic related visitors);
- All Governors of the school;
- All regular parent helpers and volunteers;
- All pupils;
- Education related personnel (Trust Visitors, Advisors, Inspectors);
- Buildings and Maintenance Contractors.

## Visitor Security

### **Protocol and Procedures**

The Head teacher, a member of SLT must be made aware of any visitor who will be working with children or within the classroom.

- Office/Reception staff also need to be informed that a visitor is expected through use of the school diary.
- Teaching staff should update the online diary and include the office staff and headteacher, to ensure visitors are expected.

### **Visitors invited to the school:**

When inviting visitors to the school they should be asked to provide formal identification and a valid DBS check (where relevant) at the time of their visit. They must then 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 and a valid DBS check upon request.
- All visitors will be asked to sign the online sign-in app which is in the office foyer.
- All visitors will be required to wear an identification lanyard – the lanyard must remain visible throughout their visit. The lanyard colour indicates the visitor eg: orange lanyards are worn by Governors.
- Visitors will be made aware of who the Designated Safeguarding Leads (DSLs) on site are.
- 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 member of staff, teacher or support staff, would be present at any pupil-related activity carried out by a visitor, unless the visitor has an enhanced DBS check with barred list. This ensures that our policies and procedures are being followed.
- All volunteers working with children must be made aware of the school's expectations regarding confidentiality and asked to sign the Confidentiality agreement where appropriate eg: governors.
- Visitor must not be allowed to move about the site unaccompanied unless they have an up-to-date enhanced DBS.

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 lanyard to Reception.

### **Unknown / Uninvited visitors to the school**

Any visitor to the school site who is not wearing an identity lanyard should be challenged politely to enquire who they are and their business at the school. They should then be escorted to Reception to sign the sign-in app and be issued with an identity lanyard.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or a member of the Senior Leadership Team (SLT) should be informed promptly. They will then 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. Our Lockdown Procedure would be triggered.

## **Governors, Volunteers and Parent Helpers**

All Governors, volunteers and regular parent helpers must comply with the DBS procedures, completing a DBS disclosure via the School Office. The school must check all Governors, volunteers and parent helpers DBS certification is current. 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 or Office/Admin Staff. New volunteers and parent helpers will be asked to comply with this policy at their Induction meeting before coming into the school for an activity or class supporting role. Please refer to John Blandy Volunteers Policy in conjunction to this Policy.

Parents may be permitted to assist on an ad hoc/occasional basis as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked.

## **Contractors/Engineers**

Contractors/engineers follow the visitors procedures. All insurance details of any contractor working within the school must be checked by the site manager before work commences on site. Contractors from the Local Authority's recommended list have the necessary insurance to cover work in schools.

Contractors must ensure they liaise with the site manager with regard to health and safety issues, e.g. where pupils will be walking, working, asbestos management.

Contractors will be requested to show ID and a DBS.

When pupils are on the premises, if no DBS is present, the contractors/engineers must be supervised at all times by the Site Manager or, if he/she is unavailable, by another member of staff.

## **Use of Mobile Phones**

Mobile phones should be turned to silent and kept in bags and are not allowed to be used in the classrooms, toilets, canteen or in the play areas at any time.

If visitors need to make an emergency call, they must do so in one of these designated areas:

- School Office
- Staffroom
- Car Park

## **Visitor Behaviour**

On our premises we have the highest expectations of both staff, pupils and visitors.

- Our staff will be polite and courteous towards you at all times. If you feel a member of staff has behaved in an unacceptable way, please follow our complaints procedure which can be found on the school's website.
- In return it is our expectation that you will be polite and courteous to staff. If staff are subjected to unacceptable behaviour, they will recognise the need to end the discussion with you and inform you of the reasons.

## **Unacceptable Behaviour**

John Blandy Primary School aims to ensure, as far as we reasonably can, the safety of staff who have contact with the public. Whilst it is important for the public, including parents, students, and

family members, that they are treated fairly and without discrimination, it is equally important that staff are treated similarly by the public.

The following behaviours are not acceptable:

- Swearing, spitting, shouting, threatening words or gestures
- Physical intimidation and the use of force such as pushing, pulling, poking, prodding, etc.
- Comments made regarding the 9 protected characteristics eg: age, disability, race, sex (including issues of transgender), gender reassignment, maternity and pregnancy, religion and belief, sexual orientation, marriage and Civil Partnership
- Being under the influence of drugs or alcohol whilst on our premises

If the following behaviours are displayed, you will be asked to leave the premises. A letter to confirm the reasons why you were asked to leave and the action that we intend to take as a result will be sent to you. You will be given the opportunity to discuss the matter with us in a calm and civil manner. If the incident is particularly serious or is repeated, you may be requested to not enter the premises.

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

- ✚ Safeguarding
- ✚ Child Protection
- ✚ KCSIE
- ✚ Health and Safety
- ✚ Volunteer Policy
- ✚ Use of personal devices and mobile phones
- ✚ Photography and Video
- ✚ Equality
- ✚ Code of conduct for parents
- ✚ Raising a complaint
- ✚ Sharing your concerns and raising a complaint

