

St Gabriel's C of E Primary School



Visitors Policy 2025

1. Development process

	Current review:	Autumn 2025
	Next review	Autumn 2027

2. Introduction

This document is a statement of the aims, principles and strategies for visitors to the School. The policy was written by the PSHCE co-coordinator in collaboration with the Office staff, headteacher, class teachers, parents and pupils, and reviewed in Autumn 2025.

3. Location and Dissemination

This policy is referred to in the staff handbook and is freely available to the entire school community from the policies display outside the ICT suite and on the school website.

4. Local and National Guidance

This policy is in line with guidance from the National Healthy Schools Programme, of which the School is part

5. Aims

The aim of this policy is to ensure that all members of staff are well informed of their role and the expectations of the School in relation to visitors in order to ensure that all children and adults are safe within the School environment.

6. Definition of a 'visitor'

A visitor is any person who is not directly employed by the School.

A visitor may be:

- a. A person providing a particular class/classes with a workshop/talk linked to a curriculum subject area
- b. A person providing a key stage or whole school assembly on a particular topic
- c. A member of the public who wishes to look around the School for a specific purpose, e.g. to consider sending their child to the School
- d. A member of Westminster City Council or the Diocesan Board who is supporting the School in some way, e.g. School Improvement Partner, curriculum consultant etc
- e. A health professional, e.g. school nurse, Educational Psychologist, Speech and Language Therapist, mental health worker
- f. An individual or organization delivering staff training
- g. An individual or organization delivering parent sessions
- h. A volunteer who supports children with their learning
- i. A governor
- j. A person delivering goods to the School
- k. A trades person, e.g. plumber, electrician, builder, etc
- l. A person inspecting an area of the School, e.g. health and safety, learning and teaching, etc
- m. A student teacher undertaking a school placement
- n. Any other person visiting the School with permission by the headteacher or another member of staff

7. Visitor procedures

All visitors must access the School through the garden entrance and will only be admitted when a security check has been made by the administrators using the entry phone system and CCTV cameras.

No member of staff should admit an unknown person, unless proof of identity has been obtained.

All visitors should:

- Sign in at the office in the visitors' book, giving details of their name, purpose of visit, car registration number and time of arrival.
- Be given a visitor's badge
- Wear their visitor badge in a visible location
- Read the fire evacuation procedures
- Be offered toilet facilities and refreshments
- Sign out at the office on leaving and hand in their visitor badge

If a visitor has driven, they should be given a parking permit and asked to place it on the dashboard of their car so that is visible from outside the car.

Under no circumstances should a visitor be given the door lock pass or code to ICT Suite.

Parents meeting teachers or bringing pupils into School after appointments etc.

All parents must follow the visitors' procedure and obtain visitors badges at all times no matter how well they think they are known to staff. This will also be the case even if they have pre – arranged meetings with teachers and other professionals. They must abide by all procedures as they will not be known by everyone on site and will therefore be challenged by staff if they are not wearing badges (as part of our responsibility and duty of care to the pupil's).

Parents who bring their child to School following an appointment, will be asked to leave their child at the School office. If the child is in reception class, the class will be called and an adult will come to collect the child from the School office. Older children will be sent through on their own to their classroom.

Parents who have arranged to meet with a teacher should be asked to wait in the waiting area in the office. Under no circumstances should they be allowed to enter the School lobby area past the School office.

If a parent does not have an appointment already arranged, he/she should be asked what they would like to speak to the teacher in relation to and asked to take a seat in the waiting area of the School office. The relevant teacher should then be rung or if more appropriate found in person to see if they are available to meet with the parent. Parents who do not have an appointment arranged will not be guaranteed to be able to meet with the teacher and may be asked to make an appointment with the office for an alternative day or time.

Prospective Parents

Prospective Parents will only be given tours by pre arrangement. Tours may be conducted by the head or a member of the senior leadership team. When arranging a visit, parents requesting tours will be required to give their name, phone number and the details of their child's current setting if relevant.

Regular authority visitors

Regular authority visitors such as Occupational Therapists, Physiotherapists, Speech Therapists, Educational Psychologists, Social Workers, School Improvement Partners, Curriculum consultants etc. should be wearing their Westminster identification badge which states their details and is worn on a lanyard around the neck. They should still enter their details in the visitors' book and be compliant with our regulations.

Governor visits

All governors should sign in using the above procedures. They should:

- Arrange with the headteacher when they intend to visit so that the visit can be documented and diarised– governors are asked not to turn up unannounced for meetings or monitoring visits
- Sign in to the visitors book in reception and sign out when they leave
- Wear their yellow governor photo badge/lanyard when on school premises
- Complete a governor visit form when meeting with the headteacher, link governor or when attending for a monitoring visit

Parents as volunteers

Parents who are assisting in school as volunteers must follow the signing in process but on receipt of their visitors' pass may then proceed to the class in which they will be working. They must have a DBS applied for by school if volunteering on a regular basis.

After school hours visitors

We have frequent visitors after the official school day and all these visitors should follow the procedures outlined above. If a visitor arrives after the office staff have left, it is the responsibility of the member of staff who has arranged the visit to ensure that these procedures are completed. Therefore it is important that ALL staff are knowledgeable about this policy and where badges are kept etc.

Delivery persons/Maintenance Contractors

Contractors coming onto site should be asked about their requirements for door access etc. – if constant access is needed they will have to come to an agreement with the headteacher. However, the need for school security and the welfare of pupils outweighs time and inconvenience to site contractor.

Anyone should be challenged if trying to wedge doors open for their convenience

Visitors supporting children's learning

A visitor's contribution must enhance the overall education experience for young people. It must add a dimension, which the teacher alone cannot deliver.

Whilst visitors can bring a wealth of skills and expertise to the School setting, it should be recognised that the majority of them have no formal training in classroom management and teaching and learning strategies. Visitors should not be left alone to work with pupils.

The teacher and visitor need to share the experience in order to provide appropriate planning, deal with any issues that arise during the session(s) and as a result of the session(s).

The AHT in charge of visitors will carry out a risk assessment for all long term regular visitors.

Prior to the actual visit, the class teacher should ensure that the visitor has been made aware of:

- relevant policies
- the School's ethos and values (visitors expressing extreme values/views will not be tolerated and will be asked to leave immediately)
- The size of the group
- The age and nature of the group/class, e.g. ability, ethnicity, gender, sexuality, religion and individual special circumstances
- Any relevant issues regarding special educational needs
- Child protection and confidentiality issues
- Ground rules usually followed in the classroom

- The aims /objectives of the session(s)
- What preparatory activities will take place
- What follow up will be provided
- How the sessions will be organised
- What resources are available
- How the sessions will be evaluated
- Safety/fire drill procedures
- Expectations of the visit/visitor

8. Arranging visitors to school

All staff who wish to arrange for a person to visit the School, for whatever purpose, must inform the Head teacher in advance of the visit, so that a record of all visitors can be kept in the School diary.

9. Visitors not wearing their badge

Any visitor not wearing a badge should be challenged by staff to ensure school security and pupil safety is maintained (even if you know the visitor).

Children who see an adult who is not a member of school staff and who is not wearing a visitors' badge should report this to a member of staff immediately.

10. Visitors working with children

Visitors working with children either during school hours or after school hours will not be left unsupervised unless they have shown to the office/teacher, a valid and up to date Disclosure and Disbarring Service check.

11. School Governors

The School governors will review this policy in line with the review policy timetable

	Current review:	Autumn 2025
	Next review	Autumn 2027