

STOKE ROW C OF E PRIMARY SCHOOL



SCHOOL VISITORS POLICY

Policy reviewed and agreed by: Teaching, Learning and Inclusion Committee
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1 Introduction

Visitors are welcome at Stoke Row Primary School. Indeed, they often make an important contribution to the life and work of the 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 security and wellbeing of its pupils is uncompromised at all times. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines herein.

2 Aims

To safeguard all children at the school both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at Stoke Row Primary School can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

3 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 by the DfE Statutory guidance: Regulated Activity (children) – supervision of activity with children which is regulated activity when supervised (<https://www.gov.uk/government/publications/supervision-of-activity-with-children>).

4 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, during after school activities and on school organised (and supervised) off-site activities. 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 peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education personnel (County Advisors, Inspectors)
- Building & Maintenance Contractors

5 Disclosure Barring Service and Single Central Record.

- The SR-Disclosure Barring Service and Single Central Record Policy, details which external visitors are required to be recorded on the Single Central Record and have a valid DBS certificate.
- Any external visitor working alone with a child or group of children must have a valid DBS certificate and be recorded on the Single Central Record.
- The Headteacher or contact at the school for external visitors who have applied for but not yet received their DBS certificate or references where required, should complete a risk assessment.

6 Volunteer & Visitor Definitions

6.1 Volunteer

An external visitor who regularly volunteers their time at the school doing a specific activity with pupils, is defined as a volunteer.

6.2 Visitor

An external visitor who is invited to the school but is not a volunteer is defined as a visitor. A visitor will include but it is not restricted to occasional parent or community helpers, governors, contractors, prospective parents etc.

7 Protocol and Procedures

7.1 Volunteers

- a) All volunteers¹ are required to have 2 references and photocopied ID which are held in a locked drawer in the Headteacher's office.
- b) All volunteers are recorded in the Volunteer Tab in the Single Central Record (SCR)
- c) A volunteer is not able to start volunteering until either
 - All information in the SCR is complete and references have been obtained or
 - A risk assessment is in place pending DBS and satisfactory reference checks.

¹ After 01/09/2016. All existing volunteers prior to this date will be asked for two references.

7.2 Visitors

- a) Before a visitor is invited to the school the Headteacher should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.
- b) When inviting visitors to the school they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below.
- c) An occasional parent or community helper, if required, can be recorded on the SCR on the visitor tab.

7.3 All External Visitors (Volunteer & Visitor)

- a) All external visitors must report to reception first. Access is via the intercom controlled reception gate.
- b) At reception, all external visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification. They will be expected to read a Health & Safety Information Sheet and a Volunteer code of conduct, if applicable.
- c) All external visitors will be asked to sign the Visitor Badge including confirmation they have read the Health & Safety Information Sheet.
- d) All external visitors, with the exception of regular outside organisation teachers, required to wear an identification badge.
- e) Office Staff record the issued badge number in the visitor book. They will also record for an external visitor who they do not recognise, that identification has been checked.
- f) Office staff, will check whether the external visitor is recorded in the SCR and will issue and appropriate volunteer or visitor badge.
 - i. A Volunteer green dotted badge – *full DBS and photographic ID seen and recorded in the Volunteer tab of the SCR. Two references and photographic ID held on file. Unsupervised regular access is allowed.*
 - ii. A Visitor green dotted badge – *full DBS and photographic ID seen and recorded. Unsupervised access is allowed.*
 - iii. A Visitor red dotted – *no DBS information held. Individual must be supervised with pupils at all times by a member of staff.*
- g) Office Staff record the issued badge number in the visitor book. They will also record for an external visitor who they do not recognise, that identification has been checked
- h) Regular outside organisation teaching staff, who are recorded in the Agency tab in the SCR are not required to wear a visitor badge.
- i) Visitors will 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.
- j) On departing the school, external visitors should leave via reception and:
 - a. Enter their departure time in the Visitors Record Book alongside their arrival entry
 - b. Return the identification badge to reception

7.4 Unknown/Uninvited Visitors to the School

- a) 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
- b) They should then be escorted to reception to sign the visitors book and be issued with an identity badge. The above procedures in 7.3 then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher (or teacher in charge if the Headteacher is unavailable) should be informed promptly.
- d) The Headteacher (or teacher in charge if the Headteacher is unavailable) will consider the situation and decide if it is necessary to inform the police.

- e) 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 Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.

APPENDIX A: Summary of Treatment of Volunteers & Visitors for Office Staff

VOLUNTEER

- An external visitor who regularly volunteers their time at the school doing a specific activity with pupils, should be recorded as a volunteer.
- New volunteers, are required to have 2 references, which are filed in a locked drawer in the Headteacher' s office. N.B. All existing volunteers prior to this date will be asked for two references.
- New Volunteers, are required to have photocopied ID, which is filed in a locked drawer in the Headteachers' s office.
- Volunteers are recorded on the Volunteers Tab in the SCR
- Volunteers, once they have signed in, will be issued with a Green Volunteers Badge

VISITOR

- An external visitor who visits or volunteers their time at the school but not on a regular basis, should be recorded as a visitor.
- If required, they are recorded on the Visitor Tab in the SCR
- If recorded on the SCR, once signed in, the visitor will be issued with a Green Dotted Visitor badge and **can be left** unaccompanied with pupils.
- If not recorded on the SCR, once signed in, the visitor will be issued with a Red Dotted Visitor badge and **cannot be left** unaccompanied with pupils.