Woodcroft Primary School
Visitor Policy
2026

Date policy last reviewed: September 2026

Signed by:

Craig Tallon	Headteacher	Date:	5th October 2026
Robert Kulawik	Chair of governors	Date:	5th October 2026

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Statement of intent

This policy is designed to outline the school's procedures regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

Visitor Definition:

For the purposes of this policy, visitors include any persons attending the site to carry our official business as part of their agreed duties. This could include contractors, advisory consultants, supply teachers.

1. Legal framework

1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2024) 'Keeping children safe in education'
- The Childcare Act 2006
- Education Act 1996
- DfE (2021) 'Prevent duty guidance'

1.2. This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy

2. Authorisation

2.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on 02089593244.

2.2. The office will confirm the date, time and reasons of the proposed the visit.

2.3. Teachers, or other staff members, arranging visitors to the school for educational purposes will record the detail on the school diary and obtain authorisation form the Headteacher.

2.4. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

2.5. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in section 4.

3. Safeguarding

3.1. The school is committed to promoting the safety of all pupils, and may require visitors to undertake a DBS check depending on the purpose of their visit.

3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly providing advice or guidance on physical, emotional or educational wellbeing.
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

3.3. The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

3.4. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

3.5. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

4. Visiting procedures

4.1. Visitors including parents)

All visitors, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
  - Name
  - Purpose of visit
  - Name of pupil the visit pertains to/staff member who arranged the visit

4.2. Visitors (not including parents)

All visitors, not including parents, will comply with the following additional procedure:

- Sign-in using the visitors' book
- Complete and sign a visitor induction and health and safety pack
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' book upon departure
- Return school ID badges to the school office before departure

4.3. Visitors will receive a briefing of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

4.5. Visits to the school by contractors are also governed by our Contractors and Small Works Policy.

4.5.1. Contractors carrying small works (i.e. repairs and maintenance) are required to sign the Contractors Visit Book located at Reception

5. Exceptions

5.1. Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in section 4.

5.2. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

6. Unidentified individuals

6.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

6.2. Any such visitors will be directed to the school office where they can sign-in.

6.3. If a visitor cannot be identified, the headteacher will be informed immediately.

6.4. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

7.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

7.2. The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

7.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

7.4. In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

8. Monitoring and review

8.1. This policy will be monitored and reviewed on an annual basis by the headteacher.

8.2. The next scheduled **review date for this policy is September 2027**

8.3. Amendments to the policy will be communicated to all relevant stakeholders.