

Visitors Policy



Mission Statement

Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society.

Statement of intent

This policy is designed to outline Newchurch Community Primary School's procedures regarding visitors to the premises.

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.

Signed by:

Jayne Narraway

Headteacher

Date:

Claire Howarth-Platt

Chair of governors

Date:

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE 'Keeping children safe in education'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: Guidance for specified authorities in England and Wales'
- DfE (2025) 'Political impartiality in schools'
- DfE 'Allergy safety in schools: Statutory guidance for governing bodies'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Social Media Policy.
- Personal Electronic Devices Policy.
- Staff and Volunteer Confidentiality Policy.
- Fire Safety Policy.
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Volunteer Policy
- Prevent Duty Policy
- Guest Speaker Policy

Authorisation

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 01925 763427.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they are from where applicable.

The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

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 Senior Leadership Team.

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 the visiting procedures section of this policy.

Safeguarding

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.

Prior to arranging a visit, the headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit.
- The age appropriateness of what is going to be delivered.
- Whether relevant checks will be required.
- Whether the visit could bring the school into disrepute.
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

The suitability of potential speakers and agencies will be scrutinised in line with the Guest Speaker Policy.

A visitor will require an enhanced DBS check with children's barred list information if they work in 'regulated activity'.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.

DBS checks will be undertaken in accordance with the DBS Policy.

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

The headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

Visiting Safeguarding Briefing and Reporting Channels

All visitors to the school 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
 - Expected length of visit
- Sign-in using Digigreet
- Display lanyards provided at all times while on school property
- Sign-out using Digigreet upon departure
- Return lanyards to the school office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, e.g. a summary of key safeguarding and health and safety information.

Upon arrival, all visitors will be provided with key safeguarding and emergency contact information. If a visitor observes or receives a disclosure regarding a child welfare concern, or has a safeguarding concern/allegation regarding a member of staff, volunteer, or contractor, they must report it immediately to the Designated Safeguarding Lead (DSL) who is the headteacher.

- **Key Contacts:**
 - **Designated Safeguarding Lead (DSL):** Headteacher (Jayne Narraway) — Contact via Main Reception.
 - **Deputy Designated Safeguarding Lead:** Deputy Headteacher (John Duckett) and SLT (Lee Singleton)
 - **Allegations against the Headteacher:** Report directly to the Chair of Governors (Claire Howarth-Platt) or the Local Authority Designated Officer (LADO).

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures. Visitors will also be advised of the conduct expected of them whilst visiting the school, and in particular the requirement to ensure that visitors speak and behave in a manner which complies with the school's ethos of equality, diversity and inclusion.

Visitors will be advised that our school is a non-smoking/vaping area and smoking/vaping is not permitted anywhere within school grounds.

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

Allergy Safety and Visitor Allergen Control

Newchurch Community Primary School operates an 'Allergy Aware' environment rather than a 'nut-free' policy, recognising that a wide range of food and non-food items can trigger severe allergic reactions.

- **Visitor Health Declarations:** When signing in via Digigreet, visitors will be prompted to declare whether they have any severe allergies or dietary requirements, particularly if they are remaining on site during mealtimes or participating in school activities.
- **Food Brought On-Site:** Visitors, guest speakers, volunteers, and contractors are strictly prohibited from bringing unlabelled homemade foods, open food packaging, or known high-risk allergens into pupil-facing areas. Visitors must not distribute food treats to pupils without explicit prior approval from the Headteacher and verification against pupil Individual Healthcare Plans (IHPs).
- **Pre-Visit Screening for Guest Speakers and Workshops:** Staff arranging guest speakers or educational workshops must screen planned activities (e.g. food used in science/crafts, junk modelling packaging, or live animals) for allergen risks, ensuring safe, non-allergenic alternatives are provided for the entire group.
- **Open Days and School Events:** While visitors attending scheduled open days or sports events are exempt from standard reception sign-in, clear allergen notices and food information must be displayed at any refreshment stalls or catering areas.

Emergency Anaphylaxis and Medical Protocols

Medical Emergencies and Anaphylaxis Protocols

- **5-Minute Response Rule:** In the event of suspected anaphylaxis (sudden breathing difficulty, wheezing, throat tightness, or collapse), emergency help and medication must be brought directly to the casualty within 5 minutes. **A casualty experiencing anaphylaxis must NEVER be made to walk or move to a medical room.**
- **Emergency Medication:** The casualty's prescribed adrenaline auto-injector (AAI) should be administered immediately and 999 dialled. If the casualty's own device is unavailable or misfires, the school's spare adrenaline auto-injector (located in the staff room) will be administered without delay.
- **Legal Protection:** Anyone taking reasonable action in good faith to save a life during a medical emergency is fully protected by law.

Incident Recording and Near-Miss Reviews

Any serious allergy incident or 'near miss' (such as a visitor bringing an undeclared high-risk allergen into a classroom) must be logged in the school Accident Book. The Headteacher will conduct a 'no-blame' review following any incident to evaluate controls and update visitor procedures accordingly.

Exceptions

Visits to the school by contractors are governed by our Contractors Policy.

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

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).

Unidentified individuals

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.

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

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

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.

Visitor conduct

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.

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.

Under section 547 of the Education Act 1996, it is an offence for any person who is on school premises without legal permission to cause or permit 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.

The school will consider barring individuals from the premises if they are deemed to be aggressive, abusive, or using insulting behaviour or language and posing a risk to staff and pupils. In this situation, the individual will be informed that they have been barred or that there is an intention to bar them. The individual will be allowed the opportunity to present their case. The barring may be temporary until the individual has had the opportunity to formally present their side or the individual can be advised that there is an intention to bar them and that they must present their side by a set deadline.

Once the individual has made their submissions, a decision will be made as to whether the barring should be continued. If a decision to bar the individual is made then this will be reviewed within a reasonable timeframe of three working days.

Monitoring and review

This policy will be monitored and reviewed on an annual basis by the headteacher. The next scheduled review date for this policy is June 2027.

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

Visitor Self-declaration Form

At Newchurch Community Primary School, we feel it is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the school reception prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe.

Please note: if you do not agree to the school's procedures, you are not permitted to enter the school site. Visits may need to be rearranged in this case.

Declaration

I agree to:

- Follow the school's safeguarding procedures ☐
- Follow the school's conduct procedures ☐
- Follow the school's procedures regarding the use of technology and social media on-site ☐
- Follow the school's procedures regarding confidentiality ☐
- Follow the school's visiting procedures ☐

Name	
Contact number	
Company (if applicable)	
Reason for visit	
Signed	
Date	