POLICY DOCUMENT

Visitor Policy

Princess May Primary School's arrangements for visitors to the school — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	……
Date approved	Awaiting governor approval (3 December 2026)
Next review due by	September 2027
Related policies	Safeguarding and Child Protection Policy; Safer Recruitment Policy; Volunteer Policy; Low-Level Concerns Policy; Mobile Phone Policy; Prevent Duty Policy; Health and Safety Policy; Data Protection Policy
Aligned to	Keeping Children Safe in Education 2026; Prevent duty guidance; Education Act 1996, section 547

1. Purpose and scope

This policy sets out how the school welcomes visitors while keeping pupils, staff and visitors safe. It applies to everyone who comes on site during the school day who is not a member of staff or a pupil, including parents and carers attending meetings, professionals from other agencies, contractors, visiting speakers and performers, and governors visiting the school.

Volunteers are covered by the Volunteer Policy, and checks on staff by the Safer Recruitment Policy. Hirers of school premises outside the school day follow the conditions of their letting agreement.

2. Roles and responsibilities

- The **governing body** makes sure the school has effective arrangements for visitors.
- The **Headteacher** is responsible for implementing this policy and may refuse or end any visit.
- The **office team** signs visitors in and out on InVentry, checks identity, issues lanyards and gives each visitor the visitor safeguarding leaflet.
- The **member of staff hosting a visit** meets the visitor at reception, stays with them where required, and returns them to reception at the end of the visit.
- **All staff** make sure that any adult on site without a lanyard is challenged.

3. Arrival and signing in

- Visitors use the main entrance. This is the only entrance open to visitors during the school day.
- All visitors sign in and out on InVentry at reception on every visit.
- Professionals and contractors show photo identification. Where they work for another organisation, the school checks their identity against the information provided by that organisation.
- Every visitor receives the visitor safeguarding leaflet, which explains our expectations and who to tell about a concern.
- Visits are arranged in advance wherever possible. Unexpected visitors wait at reception until their visit has been agreed by a member of staff.

4. Identification: lanyards

All adults on site wear a lanyard, on show at all times:

Lanyard	Meaning
Green	The person has an enhanced DBS check and has been vetted by the school. They may work with pupils without being accompanied.
Red	The person does not have an enhanced DBS check, or has not been vetted by the school. They are accompanied by a member of staff at all times and are never left alone with pupils.

Staff politely challenge any adult on site who is not wearing a lanyard and take them to reception. If an adult refuses to go to reception, staff inform a member of the senior leadership team at once.

5. Checks

- Anyone in regulated activity has an enhanced DBS check with children's barred list information, in line with the Safer Recruitment Policy and the Volunteer Policy.
- For professionals from other organisations, such as the local authority, health services or agencies, the school obtains confirmation from the organisation that the appropriate checks have been carried out, or sees evidence of them.
- Contractors complete a Letter of Assurance and are checked in line with their level of contact with pupils. Contractors without checks are supervised.

- A visitor on whom no checks have been obtained is never left unsupervised with pupils.

6. Visiting speakers

Visiting speakers and performers are agreed in advance by the Headteacher or a member of the senior leadership team. The member of staff organising the visit:

- checks the speaker's background and the organisation they represent, including an online search;
- agrees the content of the session in advance, making sure it is suitable for the age of the pupils and in line with our Prevent Duty Policy; and
- stays with the speaker throughout the session.

7. Expectations of visitors

- Visitors keep their phones on silent and do not use them where pupils are present. They do not take photographs or recordings of pupils, in line with the Mobile Phone Policy.
- Visitors behave as positive role models, stay in sight of others, and do not give their personal contact details to pupils or families.
- Information about pupils, families and staff is kept confidential.
- Smoking and vaping are not allowed anywhere on the school site.

8. Safeguarding concerns

Any visitor who is worried about a child, or who receives a disclosure, tells the Designated Safeguarding Lead (Hannah Blunden, Assistant Headteacher) or a deputy before leaving school. Concerns about the behaviour of an adult are reported to the Headteacher, or to the Chair of Governors if the concern is about the Headteacher, in line with the Safeguarding and Child Protection Policy and the Low-Level Concerns Policy.

9. Emergencies

If the fire alarm sounds, visitors leave the building with the member of staff accompanying them and go to the assembly point. The office takes the InVentry signing-in record to the assembly point so that everyone on site is accounted for. Visitors follow staff instructions in any other emergency.

10. Visitors who cause concern

The Headteacher may refuse entry to, or ask to leave, any visitor whose behaviour is abusive, threatening or a risk to pupils or staff. Where a person causes a nuisance or disturbance on school premises, the school may ask them to leave and, if necessary, call the police under section 547 of the Education Act 1996.

11. Data protection

Information recorded on InVentry is used to keep the site safe and is handled in line with UK GDPR, our Data Protection Policy and our records retention schedule.

12. Monitoring and review

The Headteacher and the safeguarding governor review visitor arrangements as part of the annual safeguarding review. This policy is reviewed annually by the governing body.