

# Visitor Policy



Policy developed by Mr Grogan (Headteacher), Mrs O'Brien (Deputy Headteacher)  
and Mrs Smith (School Business Manager): January 2026 – February 2026

Policy approved by Governors: March 2026

A handwritten signature in black ink, appearing to read 'Fiona Taylor'.

Chair of Governors

A handwritten signature in black ink, appearing to read 'M. Grogan'.

Headteacher

Policy shared with staff and shared on the school website: March 2026

***'Never settle for less than your best'***

## VISITOR POLICY

### Our school motto

Never settle for less than your best.

### Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

### Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

### Introduction

This policy is designed to outline the procedures regarding visitors to St. George's Central CE Primary School and Nursery.

This policy will enable our school to:

- Safeguard and protect the welfare of children 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.

### 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 2025'
- Childcare Act 2006
- Education Act 1996
- Home Office 'Prevent duty guidance: Guidance for specified authorities in England and Wales'
- DfE 'Political impartiality in schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Student and Volunteer Policy
- Prevent Duty 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 via phone on 01942 883773.

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.

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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 SLT.

Parents/carers are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent/carer 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 children 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 section of this policy.

A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at the school.

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 may not ask to see the DBS certificate in these circumstances.

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

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.

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

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

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### Visting procedures

All visitors to the school must report to the school main entrance, including parents/carers and comply with the following procedure:

- SGC staff cross reference diary sheet/staffroom board for daily visitors to school;
- ID check of visitors as they arrive (cross reference as above);
- Visitors sign in on screen;
- SGC staff member to inform relevant staff member that their visitor has arrived.
- SGC staff to print badge and check name matches with expected visitor and ID badge provided;
- Once check undertaken, visitor allowed into school and given their 'sticker badge' and their 'red badge'.
- Remind about wearing their badge and their mobile phone usage whilst in school.
- When leaving school, SGC staff ensure that all visitors return their red visitor badge and that they sign out on the screen that they have left the building.
- SGC staff to check on school system that correct person has been 'signed out'.

All visitors to our Lancaster Avenue Nursery must report to the nursery main entrance, including parents/carers and comply with the following procedure:

- Nursery Manager/Deputy Manager cross reference nursery diary/staffroom board for daily visitors to nursery;
- ID check of visitors as they arrive at the main nursery door (cross reference as above);
- Once ID check complete, visitors allowed into the nursery entrance area to sign in using the visitor book.
- Nursery staff to check name signed in matches with expected visitor and ID badge provided;
- Once check undertaken, visitor allowed into main part of nursery and given a 'red badge' they are reminded about wearing their badge and their mobile phone usage whilst in nursery.

When signing in, visitors will be asked to declare some information to support both school and themselves during the visit. Visitors will be asked:

- Name
- Contact number
- Company (if applicable)
- Reason for visit

They will also be asked to 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

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.

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 the school is a non-smoking area and smoking 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.

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### Exceptions

Visits to the school by contractors will be managed in line with the 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 section of this policy.

Anyone attending school events will be instructed to 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, children, governors, parents/carers 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 children. 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.

### Guest Speakers

#### **Ethos**

The school will not tolerate any person who intentionally or unintentionally demeans individuals and groups defined by their ethnicity, race, religion or belief, sexuality, gender, disability, age or lawful working practices.

The school will not tolerate any speech that gives rise to an environment where people experience, or could reasonably fear, harassment, intimidation or violence.

The school does not accept the use of offensive or intolerant language by guest speakers.

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The school values freedom of speech and opinion, but will recognise that, in the interest of the whole learning community, this must exist within formal guidelines.

The school recognises that extremism and exposure to extremist beliefs can lead to poorer outcomes for children. The school will aim to use the power of education to counteract extremism through the promotion of fundamental British values, such as tolerance and freedom of speech.

The school will be sensitive to the fact that children may sometimes express views or ideas that are discriminatory, prejudiced or extremist. All members of staff will be trained to deal with these instances appropriately and proportionally.

### **Assessing suitability**

According to the Prevent duty, schools have a responsibility to prevent people from being drawn into terrorism; this includes violent and non-violent extremism, which can create an atmosphere conducive to terrorism, and can popularise views which terrorists exploit.

The school will remain a safe space where children can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideologies.

Before inviting an external agency or guest speaker into, the school will conduct background research into the relevant parties, ensuring that:

- Any messages communicated to children support fundamental British values.
- Any messages communicated to children do not seek to glorify criminal activity or violent extremism and are not shared by terrorist groups.
- The group or person is not attempting to narrow the views of children through extreme or narrow views of faith, religion, culture or ideology.
- The subject matters being raised are appropriate for the specific age group.

All members of staff working will actively attempt to strengthen children's abilities to engage in informed debate. The school will empower children to challenge these views in an active and constructive manner.

Careful consideration will be given to the suitability of an external speaker or external organisation to enrich children's education, and the Headteacher will make the final decision as to the suitability of any guest speaker or external organisation.

The speaker will be briefed before the visit on the school, its ethos, the nature of its cohort, how many people will be present for the visit and any issues which should be avoided. The Headteacher will reserve the right to request a transcript/presentation from the speaker prior to any speech being made. Any technical arrangements necessary for the speaker will be arranged in advance.

Other than safeguarding issues, there will be several other factors that are considered when evaluating the suitability of a guest speaker or external group. The school will consider whether:

- The visit adds value to the learning experiences and education of children.
- The age-appropriateness of the speaker and what is going to be delivered
- The speaker or group has the expertise in the subject they are delivering.
- The planned activities meet the health and safety guidelines.
- The individual or group has the required DBS checks.
- Relevant references have been provided and checked.

Before the visit, a full risk assessment will be carried out and submitted to the Headteacher.

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### **During the visit**

The ID of external speakers will be checked upon arrival and the school will ensure that the visitor has had the appropriate DBS check or received confirmation that the appropriate checks have been conducted from the speaker's employer, where appropriate. All visits will be handled in line with the Visitor Policy.

The Headteacher will use their professional judgement to determine the need for external speakers to be supervised or escorted on school premises.

Guest speakers will be made aware that their speech could be recorded or filmed and photographs may be taken.

No recordings or videos will be made public unless written permission is granted by the speaker. All personal data will be handled in line with the Data Protection Policy.

A senior member of staff will be present during the speech or group activity, to oversee that the relevant guidelines are followed. Intervention will be considered if the member of staff feels it is necessary. Any reasons for intervention will be recorded for future reference.

The school will have kept a back-up plan to ensure children's education is not disrupted in the event a speaker cancels on the day of the visit or fails to attend for any reason.

### **Balanced presentation**

To enhance the spiritual, moral, social and cultural (SMSC) development the school offers a balanced presentation of opposing views. This will remain applicable when a guest speaker is expressing overtly political views, e.g. furthering the interests of a political party or seeking changes to the laws of this or another country, or partisan views.

The school will ensure a balanced approach through:

- Discussions in class.
- Presentations by staff.
- Extracurricular activities.
- Assigning home learning to children.
- Other methods deemed appropriate by the headteacher.

The final decision as to whether the subsequent learning activities carried out after the visits have been balanced will be made by the Headteacher.

### **Monitoring and review**

This policy will be monitored and reviewed on an annual basis by the Headteacher. Amendments to the policy will be communicated to all relevant stakeholders.

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