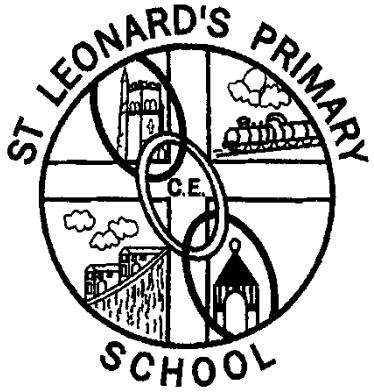


**ST LEONARD'S C of E PRIMARY SCHOOL, BRIDGNORTH**

# Visitors to School Policy

Ratified by the Governing Body: March 2026

Review Date: March 2029

**St Leonard's CE Primary School empowers children to be courageous learners in a nurturing, safe and inclusive environment. Inspired by God's love we strive to demonstrate St. Paul's teaching on the fruit of the Spirit and help our children to make the world a better place.**

**"love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control"**
**Galatians 5. 22-23**

## 1. Rationale and Purpose

St Leonard's Primary School recognises that visitors can make a valuable contribution to pupils' education and to the wider life of the school. At the same time, we acknowledge our overriding duty to safeguard and promote the welfare of children.

This policy sets out the procedures for managing visitors to the school site in a way that prioritises safeguarding, site security and the wellbeing of pupils and staff. It reflects statutory guidance, including Keeping Children Safe in Education (KCSIE) 2025, and ensures that appropriate checks and supervision arrangements are in place.

Safeguarding is everyone's responsibility. All visitors are expected to share our commitment to safeguarding and to act in accordance with school procedures while on site.

## 2. Legal and Statutory Framework

This policy is written with reference to:

Keeping Children Safe in Education (KCSIE) 2025

The Children Act 1989 and 2004

Working Together to Safeguard Children

The Equality Act 2010

Health and Safety at Work Act 1974

The school will ensure that all safeguarding procedures are consistent with current statutory requirements and local safeguarding partnership guidance.

## 3. Definition of a Visitor

For the purposes of this policy, a visitor is any person who is not a current member of staff or a pupil of the school and who enters the school site during the school day or for school-related activities.

Visitors may include, but are not limited to:

Parents and carers

Volunteers

Supply teachers and agency staff

Peripatetic teachers

Governors

Contractors and tradespeople

External professionals (e.g. educational psychologists, social workers)

Representatives from the Local Authority or Ofsted

Members of the public attending events

Different categories of visitors may require different levels of checking and supervision.

**4. Safeguarding and Identity Checks**

St Leonard's Primary School operates a secure entry system. All visitors must enter the main reception and must not access the site via other entrances unless directed.

Upon arrival, visitors are required to:

Report to reception.

Provide photographic identification where appropriate.

Sign in using the school’s visitor system.

State the purpose of their visit.

Wear a visitor badge at all times while on site.

Photographic identification will be requested from all professional visitors and contractors. The school reserves the right to refuse entry if satisfactory identification is not provided.

In line with KCSIE 2025, the school will ensure that appropriate safeguarding checks are in place for individuals who have regular or unsupervised access to pupils. Where a visitor is engaged in regulated activity, evidence of an enhanced Disclosure and Barring Service (DBS)

check will be required prior to the visit. The school may request written confirmation from an employer or agency that appropriate checks have been carried out.

Visitors who do not have an appropriate DBS check will be supervised at all times and will not be permitted unsupervised access to pupils.

The Designated Safeguarding Lead (DSL) is responsible for overseeing safeguarding arrangements relating to visitors.

**5. Induction and Safeguarding Information**

All visitors will receive clear safeguarding information upon arrival. This includes:

The identity of the Designated Safeguarding Lead and deputies.

Procedures for reporting safeguarding concerns.

Expectations regarding professional conduct.

Fire and emergency procedures.

Visitors are expected to report any safeguarding concerns immediately to the DSL or a member of the safeguarding team. They must not attempt to investigate concerns themselves.

**6. Supervision and Conduct**

Visitors must remain in the areas relevant to their visit and must not wander the school unaccompanied unless this has been agreed in advance and appropriate checks are in place.

The member of staff hosting the visitor is responsible for ensuring that appropriate supervision arrangements are in place and that the visitor understands the purpose and boundaries of their visit.

Visitors must:

Wear their visitor badge at all times.

Follow all safeguarding and health and safety procedures.

Maintain appropriate professional boundaries.

Refrain from using mobile phones in areas where pupils are present, unless agreed for professional purposes.

Avoid taking photographs or recording pupils unless explicit consent has been granted and this forms part of agreed school activity.

Any visitor whose behaviour causes concern will be asked to leave the site immediately and may be reported to relevant authorities if appropriate.

**7. Volunteers**

Volunteers are valued members of the school community. However, safeguarding arrangements apply equally to volunteers.

Regular volunteers who work with pupils will be subject to appropriate recruitment and safeguarding checks, including enhanced DBS checks where required. A risk assessment may be undertaken to determine the level of supervision required.

Volunteers will receive appropriate safeguarding information and guidance before commencing their role.

**8. Contractors**

Contractors working on site must report to reception and sign in. Where contractors are working during the school day in areas accessible to pupils, the school will ensure that safeguarding arrangements are in place. This may include supervision, restricted access to certain areas, or scheduling work outside of school hours.

Contractors must wear identification and follow all health and safety requirements.

Contractors carrying on building work need to follow our asbestos management plan.

**9. Governors and External Inspectors**

Governors and external inspectors are required to follow the same signing-in procedures as other visitors. Governors who visit regularly may have DBS clearance recorded by the school in accordance with statutory guidance.

**10. Visitors Attending School Events**

Parents and carers attending performances, assemblies or events must enter and exit via designated routes. The school will ensure appropriate staffing and supervision arrangements are in place during such events.

While safeguarding checks are not required for general attendance at public events, staff remain vigilant and safeguarding procedures remain in force.

**11. Unknown or Uninvited Visitors**

Any member of staff who encounters an unidentified person on site without a visitor badge must challenge them politely and escort them to reception. If there are concerns about an

individual’s behaviour or intent, senior leaders will be informed immediately and, if necessary, the police will be contacted.

**12. Health and Safety**

Visitors are required to comply with the school’s health and safety procedures. In the event of a fire alarm or emergency evacuation, visitors must follow staff instructions and assemble at the designated point.

The school maintains accurate records of all visitors on site at any time in case of emergency.

13. Monitoring and Review

The Headteacher and Designated Safeguarding Lead are responsible for ensuring that this policy is implemented effectively.

This policy will be updated in line with revisions to Keeping Children Safe in Education.