

School Visitor Policy

St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special. Everyone is our neighbour.' As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

Approved by:	Safeguarding Team	Date: 07/05/26
Last reviewed on:	May 2026	
Next review due by:	May 2028	

St Andrew's C E Primary School

School Visitor Policy

Aims

- To have a clear protocol and procedure which is understood and implemented by all staff, governors, visitors and parents.
- To ensure students can learn and enjoy extra-curricular experiences in an environment where they are safe from harm.

Policy statement

Visitors are very welcome to St Andrew's School but it is the school's duty to make sure that the security and wellbeing of our pupils and staff are uncompromised at all times. The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times. In performing this duty, the Governing Body recognises there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires **ALL VISITORS** (without exception) to comply with the following policy and procedure.

Policy responsibility

Mrs Jo Holmes, Headteacher and Designated Safeguarding Lead, is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to Mrs Holmes as soon as possible after the breach. In Mrs Holmes' absence, incidents should be reported to the Deputy Designated Safeguarding Lead in school – Mrs Mary Wright.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils:

- anywhere on the school site during normal school hours
- during after school activities organised by the school
- on school-organised (and supervised) off-site activities.

The policy applies to all visitors, including but not limited to:

- all external visitors entering the school site during the school day or for after school activities (including supply teachers, peripatetic tutors, sports coaches and topic-related visitors)
- all governors of the school
- all parents (including parent helpers)
- all ex-pupils or pupils from other schools
- other education-related personnel (County Council staff, inspectors, health care professionals)
- all building and maintenance contractors.

Exceptions include:

- SASA events, such as fairs (winter or summer) or discos (event information will clarify the parental responsibility for children at these events, rather than school staff).
- Events to which parents are invited such as book looks, assemblies or church services

Protocol and procedures

Planned visitors to the school

- All visitors to the school will be asked to provide formal identification at the time of their visit and before they are admitted to the school.
- Where possible, the school office should be informed of all pre-arranged visitors to the school.
- All visitors must report to the school office. They will not be able to, and should not, enter the school via any other entrance.
- At the school office, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign the Visitors' Record Book (which is kept by the school office at all times), making note of their name, organisation, who they are visiting, and car registration.
- All visitors will be required to wear an identification badge, which must remain visible throughout their visit.
- All visitors should be told the name of the Designated Lead for child protection. They should be told that any safeguarding concerns must be reported to them. Written guidance on this matter will be provided to visitors.
- Visitors will be escorted to their point of contact, or their point of contact will be asked to come to the school office to receive the visitor. The contact will be responsible for them while they are on site.
- On departing, visitors should leave via the school office, recording their departure time and returning the identification badge to the school office.
- **Visitors without appropriate identification may be allowed to enter the school but will never be allowed unsupervised contact with a child.**

Unknown/ unplanned visitors to the school

- Any visitor to the school site not wearing an identity badge should be asked who they are and why they are in school.
- They should then be escorted to the school office to sign the Visitors' Record Book and be issued with an identity badge. The procedures for planned visitors above then apply.
- If the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and Deputy Headteacher should be informed promptly.
- The Headteacher/Deputy Headteacher will decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Staff development

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.