



*In the Light of Jesus
we Learn to Shine*

St. Joseph's Catholic Primary School

School Visitors Policy and Procedures

Ratified by Governors

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This policy must be reviewed every 3 years

We have carefully considered the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Introduction

St Joseph's Catholic Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Roles and Responsibilities

The Headteacher is the member of staff responsible for the implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Premises staff, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Headteacher.

Aims

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that pupils at St Joseph's Catholic Primary School can learn from and enjoy curricular and extra-curricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors and parents and adheres to child protection and safeguarding guidelines.

To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (e.g. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day.

The policy applies to:

- All governors of the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All parents and volunteers
- Other Education related personnel (advisors, inspectors, health professionals)
- Building & Maintenance and all other independent contractors visiting the school premises
- Independent contractors who may transport students on minibuses or in taxis

Protocols and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- All visitors must report to the relevant KS reception on arrival. No visitor is permitted to enter the school via any other entrance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in using the electronic signing in system, which is located in both reception areas and they must acknowledge that they have read the safeguarding information. All visitors will be presented with a visitor badge.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.
- All visitors will be presented with a safeguarding leaflet.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central Record AND

- b) A current clear DBS children's barred check has been undertaken.
- c) Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (e.g. come to reception and receive an ID badge having been entered onto the visitors register). A list of such approved visitors is kept by the Bursar who is responsible for HR and the Single Central Record.

Visitors Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Sign out using the electronic system.
- Return the identification badge to reception office

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be reminded of the school procedure and escorted to reception to be issued with an identity badge. The procedures under "Visitors to the School" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or a member of the Senior Leadership Team should be informed promptly.

The Headteacher or a member of the Senior Leadership Team will consider the situation and 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.

Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

Governors and Volunteers

All parent and other volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the school office before starting a volunteer role.

All Governors now require an enhanced DBS check. Governors will be treated the same as any adult volunteer and added to the approved Visitors List. They should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

The school must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old).

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Buildings and Maintenance Contractors

Contractors follow the procedures as outlined in the approved visitor list. When pupils are on the premises, the contractors must be supervised at all times by the premises staff or, if he / she is unavailable, by another member of staff. No contractor / engineer is permitted to work in, or move around the school, unsupervised when pupils are on site unless they have a valid DBS which has been checked and verified by the school bursar and they have been briefed on H&S. All contractor visits will ideally be booked for when the site agent is onsite unless it is an emergency, in which case the PA to the Headteacher will be informed.

Parent Visitors

Partnership with parents is a strong and unique feature of St Joseph's Catholic Primary, which the school wishes to preserve. At the same time, the safeguarding and wellbeing of pupils and staff must be maintained. The school has clear procedures for managing the movement of parents on the school site at the start and end of the school day and for controlling and monitoring their access to classrooms.

Parents who visit the school site at times other than the start and end of the day, are expected to report to the main school office (either KS1 or KS2) to make the purpose of their visit known. They will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to meet them. The contact will then be responsible for them while they are on site and will escort them off the premises at the end of the visit. The visitor must not be allowed to move about the site unaccompanied.

If the parent needs to visit a room in a classroom zone for any other reason, they will be escorted by a member of the office staff or directed to a specific waiting area (e.g. when attending parent consultation meetings, EHCP reviews etc).

Exceptions to this are when there is a planned school or classroom event (e.g, assemblies, open classrooms, prayer and liturgy), in which case school staff will be available to steward parent visitors around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine.

Ex Pupils and Ex Members of Staff

Ex pupils and ex members of staff may request or arrive at the school for a visit. They must be signed in and be fully supervised at all times.

Staff Development

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

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Confidentiality Policy
- Healthy and Safety Policy
- Emergency Evacuation Policy