



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

# Visitor Policy

October 2024

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Chair of Governors:                      Date:

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## Statement of Intent

At Hucknall National C of E Primary School we educate for wisdom and aspiration with the help of the church and the community through a culture of dignity and respect. We aim to cultivate the wellness, gifts, talents and ambitions of every child and equip them with the wisdom, knowledge and skills to live life in all its fullness (John 10:10).

We aim to do this in collaboration with the wider community, so this policy is designed to outline Hucknall National Primary School's policy regarding visitors to our school.

"Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up his fellow." (Ecclesiastes 4:9)

The belief that we are created and sustained by God for living in families is at the root of our dedication to working with our community. We seek to model to children an ethos of living well together: the flourishing of pupils goes hand in hand with the flourishing of staff, parents, governors and friends of the school.

Therefore we aim to:

- Work in partnership with St Mary Magdalene Parish Church and the wider community to encourage everybody to make their own unique contribution to support others
- Build strong, positive and supportive relationships between pupils, staff, parents, governors and the community
- Develop children's collaboration skills
- Work closely with parents and families to ensure that children are safe and flourish through their school years
- Provide a safe setting in which to learn, where children, parents, governors and staff know that they are valued.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils 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.

## **2. 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 (2024) 'Keeping children safe in education 2023'
- Childcare Act 2006 • Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) '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
- Volunteer Policy
- Prevent Duty Policy

## **3. Authorisation**

3.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 0115 9632678.

3.2. 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 belong to where applicable.

3.3. The school office will be contacted about a proposed visitation at least one week in advance.

3.4. 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.

3.5. 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 and available to do so. The visitor will not be allowed into the school without the supervision of a member of the school staff.

3.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

## **4. Safeguarding**

The school is committed to promoting the safety of all pupils 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 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 will 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 pupils.

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

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

## **5. Visiting procedures**

5.1. All visitors to the school, including parents, should comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the reception staff, including: - Name - Purpose of visit - Name of pupil the visit pertains to/staff member who arranged the visit - Expected length of visit
- Sign-in using the sign in app on the IPAD
- Display ID badges provided at all times while on school property
- Sign-out using the sign in app on the IPAD upon departure
- Return ID badges to the school office before departure

5.2. Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.

5.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

5.4. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.

5.5. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

## **6. Exceptions**

6.1. Parents/carers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

6.2. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

## **7. Unidentified individuals**

7.1. 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.

7.2. Any such visitors will be directed to the school office where they can sign-in.

7.3. 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.

## **8. Visitor conduct**

8.1. 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.

8.2. Hucknall National C of E Primary School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

8.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause 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.

8.4. In the event of persistent occurrence of unacceptable behaviour on the school site, Hucknall National C of E Primary School has the right to request a banning order for the individual in question.

## **9. Monitoring and review**

9.1. This policy will be monitored and reviewed on an annual basis by the headteacher.

9.2. Amendments to the policy will be communicated to all members of the school community.