

# Visitors Policy

Including visiting speakers



Groveside  
School

**Updated 1 September 2025**

## Document History

Version	Comments/amendments	Name	Date
1.0	Version 1	Mary Rome	September 2024
2.0	Amendments to process	Mary Rome	September 2025

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## 1.0 INTRODUCTION

Groveside School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. We recognise the contribution to the life and work of the school that our visitors make in many different ways, and the learning opportunities and experience they bring are encouraged and appreciated.

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 any form of harm, abuse or nuisance. It is the responsibility of the Headteacher, Senior Leadership Team (SLT) and all other adults to ensure this duty is uncompromised at all times.

## 2.0 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 and during after school activities).

This policy applies to:

- All staff employed by the school or OFG, including those employed via third-party agencies
- All external visitors to the school (during the school day and for extra-curricular activities/visits) including but not limited to tutors, sports coaches and topic related visitors (e.g., authors, those giving assemblies or presentations)
- All governors of the school
- All parents and carers
- All volunteers
- All education personnel include Local Authority staff, inspectors and health-related support, (e.g., SaLT, school nurse etc.)
- All vocational / work placements students
- All building and maintenance personnel and all other independent contractors

## 3.0 PROTOCOL AND PROCEDURES

### 3.1. VISITORS PROCEDURE

**All visitors must follow the procedure set out below:**

Visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.

At Reception, visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification on request.

Visitors will be asked to sign in using the online system in Reception – they enter their name, organisation and who they are visiting. The system then takes a photograph of them and produces a badge which must be displayed at all times whilst the visitor is on site.

The receptionist will make the visitor aware of whom the Designated Safeguarding Leads are and that any safeguarding concerns should be reported to them.

The receptionist will then explain to the visitor whether they will be following the Accompanied visitors' procedure or the Unaccompanied visitors' procedure – see below.

### 3.2. ACCOMPANIED VISITORS' PROCEDURE

No other documentation apart from formal identification (when requested) and completion of the sign in process is required for accompanied visitors

Visitors will be escorted to their point of contact or their point of contact will be asked to come to Reception to receive their visitor. The point of contact will be responsible for their visitor while they are on site. The visitor must not be allowed to move about the site unaccompanied.

**Accompanied visitors will be given a red accompanied visitors lanyard.**

In the event of a fire alarm / drill, the visitor must be accompanied to the assembly point in the playground and handed over to the administration team

On departure, the visitor will be escorted back to Reception to sign out and return their lanyard

### 3.3. UNACCOMPANIED VISITORS' PROCEDURE

The school holds an approved unaccompanied visitor list which is documented in the Single Central Record (this list is held in Reception at all times)

To qualify for this list, the visitor must have demonstrated to the HR Manager that:

- They have a clear, relevant and valid DBS check
- They have provided proof of identification

The Administrator will enter the details in the Single Central Record and update the list held in Reception to indicate that the visitor has been approved to use this Unaccompanied visitors' procedure.

The Receptionist will explain to the visitor that they are able to be unaccompanied, check they know where they are going to be located within the school site, and that they are also aware of the fire evacuation procedure (and muster point).

**Unaccompanied visitors will be given a green unaccompanied visitors lanyard**

On departure, the visitor must leave via Reception to sign out and return their badge

Frequent visitors to the school who are covered by the Unaccompanied visitors' procedure (see points above) may be issued with a school badge and fob to speed up their sign in procedure. These visitors will be required to sign

Please note that if a visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a pupil.

### **3.4. VISITING SPEAKERS**

If a speaker or presenter is unknown to the school, prior to the visit, an internet search will be carried out under the Prevent duty to ensure they do not promote radical views. A member of staff will be present in the room at all times during their presentation / speech to monitor the talk.

### **3.5. UNKNOWN / UNINVITED VISITORS TO THE SCHOOL**

Any visitor to the school who is not wearing an identity badge should be challenged politely to enquire who they are, and their business on the school site. If the challenge results in a plausible explanation, the visitor should be escorted to Reception to sign in and the visitor's procedure defined in 3.2 or 3.3 will then apply.

In the event that the visitor refuses to comply or fails to provide a plausible explanation, they will be asked to leave the site immediately and a member of the SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police.

If the visitor becomes abusive or aggressive, they will be asked to leave immediately and warned that if they fail to leave, police assistance may be called for.

### **4.0 GOVERNORS AND VOLUNTEERS**

All governors and certain volunteers\* must hold valid DBS clearance which the school will organise. These details will be added by the Schools Administration Manager to the Single Central Record and the individuals will be added to the approved unaccompanied visitors list held in Reception.

Visits to the school outside the school day may follow a different process (for example, we would not expect a digital sign in process for parents' event, a quicker paper process would be put in place for the event).

The government website <https://www.gov.uk/find-out-dbs-check> is used to ascertain whether volunteers are required to have a DBS or not.

Those volunteers outside the scope of DBS checks, follow the standard accompanied visitor procedure defined in 3.2.

### **5.0 OUT OF HOURS CONTRACTOR VISITS**

Contractors who visit the school site when no pupils are present (e.g., after school hours, during weekends or school holidays) should follow the standard visitor procedure in section 3.2 – however, at the Facilities Manager's or SLT discretion, they are able to follow the unaccompanied visitor procedure.

### **6.0 STAFF DEVELOPMENT**

This policy will be included in the staff induction process to ensure that all staff are aware of the policy, procedures and comply with it at all times.