

# Shakespeare Primary School



## Visitors Policy

To be reviewed: every 2 years

Adopted by Governors: September 2023

Reviewed/Approved by SBM/Governors: September 2025

To go to: Buildings, Health & Safety Committee

## Contents:

### Statement of intent

1. Authorisation
2. Visiting procedure
3. Exceptions
4. Unidentified individuals

### **Statement of intent**

This policy is designed to outline Shakespeare's School policy regarding visitors to our school grounds.

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.

This policy will be made available in the school staff handbook and on the School's network ('L' drive/admin/policies). It will also be published on the School's website making it freely available to the entire school community.

Signed by:

S Twist

Headteacher

Date: 22/09/2025

C Hirst

Chair of governors

Date: 22/09/2025

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **1. Authorisation**

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 01253 872887.
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 in the School's diary.
3. Teachers or other staff members arranging visitors to the school for educational purposes should collate all the above required information and pass this on to the school office.
4. 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 to do so. The visitor must not be allowed into the school without the supervision of a member of staff.
5. Visitors should not be left alone to work with pupils unless previously agreed and Disclosure and Baring Services (DBS) requirements fulfilled.

## **2. Visiting procedures**

1. All visitors to the school including parents, must 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 via the School's On-line Visitor Entry (InVentry) System which will take the visitors photo and print an adhesive ID badge
  - Display ID badge provided at all times while on school property
  - Sign out on the touch screen Visitor Entry System on leaving and hand in their visitor's badge
2. Visitors must comply with the school Code of Conduct and all other policies.
3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.

## **3. Exceptions**

1. Visits to the school by contractors are governed by our Contractor's Policy.

2. Parents/carers/friends/relations etc. attending scheduled open days, sports events or other 'by-invitation' school activities are exempt from the visiting procedures outlined above.
3. 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.).

#### **4. Unidentified individuals**

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.
2. Any such visitors should be directed to the school office where they can sign-in.
3. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they should be asked to leave the premises and police called to assist.