



# Visitors Policy

## Visitors Policy (Including EYFS)

**Policy Review Date:** September 2025

**Reviewed By:** J Callaway, SLT & Board of Governors

**Next Review:** September 2026 (or following incident, legislation or interim guidance)

September 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

This policy is available on the school website and upon request.

### Updates and Amendments to Policy

| Date           | Section Heading | Update Details                                      | Page N° |
|----------------|-----------------|---|---------|
| Aug 2025       | Appendix 1      | Remove appendix relating to COVID-19 Pandemic       | -       |
| Aug 2025       | Appendix 2      | Renumbered to Appendix 1 and Visitor Notice updated |         |
| Aug 2025       |                 | Minor updates highlighted in BLUE                   |         |
| Aug 2025       | Section 7       | Deliveries – section added – highlighted in BLUE    |         |
|                |                 |   |         |
| September 2025 |                 | Updates are highlighted in yellow                   |         |

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## **Section 1**

### **Policy Statement & Aims**

This policy is designed to outline Avalon School's procedures regarding visitors to the school site.

This policy will enable the school to:

- Safeguard and protect the welfare of pupil and staff.
- Prevent unnecessary disruption to lessons and other educational activities
- Protect the school grounds and facilities from vandalism and misuse
- Support the school's educational aims.
- Actively promote the welfare and safeguard pupils and staff, specifically focusing on the protection of pupils from harm and neglect, aligned with the school's duty to actively promote pupils' wellbeing.

## **Section 2**

### **Related Legislation & Policies**

This policy has due regard to all relevant legislation including but not limited to the following:

- The Health & Safety at Work Act 1974
- Department of Education (2025) Keeping Children Safe in Education
- The Childcare Act 2006
- Education Act 1996
- Equality Act 2010
- Education (Independent School Standards) Regulations 2014

This policy operates in conjunction with the following school policies:

- Child Protection & Safeguarding Policy
- Health & Safety Policy
- DBS Policy
- Medical & First Aid Policy
- Critical Incident & Lockdown

## **Section 3**

### **Authorisation**

Individuals who would like to visit the school but are not in contact with a member of staff regarding this, will arrange their visit through the school office.

The school 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.

The school office will be contacted about the proposed visit. The school office will pass all details to the headteacher for approval before confirming the details of the visit to the visitor(s).

Other staff members, arranging visitors to the school for education purposes will collate all the above required information and pass this to the school office for the headteacher's approval.

Visitor(s) who arrive at the school without prior appointment may be permitted to meet the headteacher / other staff members where these members of staff are happy and available to do so. The visitor will not be allowed into the school without the supervision of a suitable member of Avalon School staff.

Parents are discouraged from visiting the school during school hours, unless for a school event, pre-arrangement meeting, child illness or emergency. Where parents arrive at the school, they will follow the visiting procedures as outlined in section 5 of this policy.

## Section 4 Safeguarding

Avalon 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.

Visitor(s) will require a DBS check if they work in regulated activity. Regulated activity is defined as:

- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
- Regularly provided advice or guidance on physical, emotional or educational wellbeing.
- Moderating a web service wholly or mainly for children
- Regularly driving a vehicle only for children.
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
- All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- All health care for children provided by, or under the direction or supervision of, a regulated health care professional.

DBS checks will be undertaken in accordance with the DBS policy.

Avalon School operates strictly within statutory guidance (KCSIE 2025). Accordingly, DBS checks will not be sought or requested for visitors (such as parents or relatives) attending for short periods for school events, meetings, or emergencies, provided they are appropriately supervised/escorted in line with Section 5 procedures.

The Designated Safeguarding Lead (DSL) / Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstances will a visitor who has not undergone a DBS check be left unsupervised with pupils.

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

Avalon School staff will chaperone pupils as required, when attending an appointment at school such as a educational psychologist, year 6 transition meeting etc. For visitors attending in a professional capacity (e.g., social workers, school improvement professionals), ID will be verified, and assurance sought that their own employer has completed the required DBS and suitability checks. The school will not ask to see the original DBS certificate in these instances.

Where Avalon School premises are hired or rented out to external organisations or individuals (e.g., community groups or sports associations), the Headteacher must seek assurance that the provider has appropriate safeguarding and child protection policies and procedures in place, including arrangements for liaison with the school on these matters. Safeguarding requirements will be included as a condition of use and occupation in the relevant hire agreement.

The suitability of all external speakers and providers of educational content is carefully considered by the leadership team. This includes assessing the age appropriateness of the content and ensuring materials, particularly relating to online safety, are appropriate and aligned with statutory guidance and school values.

## **Section 5 Visitors Procedure**

All visitors to the school including parents, will comply with the following procedure:

Prior to a visit, all visitors will be made aware of the parking restrictions outside the school and agree on the best parking arrangements for their visit. This may include parking on the school driveway if invited to and practical to do so.

On arrival visitor's will either be met on the school drive or should immediately report the school office.

Visitors should provide their details to the school office staff as follows:

- Their name
- Purpose of the visit
- Who the appointment is arrange with

Visitors will be asked to sign in using the visitor's book.

Visitors will be provided with a Visitor's Badge

- **Green** lanyard signifies that the visitor has a DBS which has been checked and approved for regulated activity within the school.
- **Red** lanyard signifies that the visitor does not have a DBS check approved by Avalon School for regulated activity. Visitors wearing a red lanyard must be supervised at all times by an appropriate member of Avalon School staff and must not be left alone with pupils under any circumstances.

Visitors will be made aware of the relevant school policies including safeguarding, health & safety, emergency procedures etc. Visitors are provided with a copy of the Visitors Notice to read – See Appendix 1 of this policy.

Visitors will be advised that smoking or vaping is not permitted anywhere in the school buildings or grounds.

Visitors must return to the school office at the end of the appointment to sign out using the school visitors book and to return the Visitor's Badge prior to departing the school site.

## **Section 6 Unidentified Individuals**

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 Visitor's Badge and appropriate lanyard.

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

If a visitor cannot be identified, the headteacher will be informed immediately.

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.

The lockdown alarm may be activated, procedures will be followed in accordance with the Critical Incident and Lockdown Policy.

## **Section 7 Deliveries**

The school office staff will identify delivery personnel via the school gate intercom.

Delivery personnel will be instructed to proceed to the school office and are given direction instructions.

Once the delivery has been received the delivery personnel should exit the school site. The school office staff are to ensure that the delivery personnel has left the site and the school gate is closed.

## **Section 8 Visitor Conduct**

Visitors to the school will be required to act in accordance with the school policies at all times.

The 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.

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.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the Local Authority for the individual in question.

## **Section 9 Monitoring and Review**

The Governors will monitor and review the visitors policy regularly and will take into consideration any changes in legislation and procedures and practices as necessary.



## Avalon School NOTICE TO VISITORS

Welcome to our school. Avalon School is committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

### SAFETY



The Health and Safety at Work Act 1974 requires both you and the school to take all reasonable steps to ensure your safety on this site. Please note signage in your area and observe safe practice.

- Follow school procedures whilst on the premises.
- Sign in at the School Office and receive a Visitors Badge.
- Sign out and return your Visitor Badge when leaving the premises.
- Do not enter a classroom without prior arrangement with a member of staff.

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the health and safety of yourself and others.

Please make the office staff aware of any medical needs.

**Nuts, of any kind, are NOT to be brought onto the school site.**

The school accepts no responsibility for any loss or damage to visitor's property.

### SAFEGUARDING



If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please speak to a member of staff immediately and report your concern to Mrs Callaway, Headteacher (Designated Safeguarding Lead).

If you have any safeguarding concerns about a member of staff or other adult within the school environment, please report your concern directly to Mrs Callaway, Headteacher.

### FIRE ALARM



The fire alarm is one continuous siren.

Fire evacuation procedures are clearly displayed around the school.

**On discovering a fire:**

Operate the nearest **RED** fire call box and then evacuate as below.

**On hearing the fire alarm:**

Leave the building by the nearest exit and make your way to the assembly point on the playground. Do not stop to collect belongings. Do not re-enter the building until you are informed to do so.

## LOCKDOWN ALERT



The Lockdown alert is an intermittent siren.

### On hearing the lockdown alert:

Immediately close, lock or barricade doors, close windows and blinds. Get yourself and any children into safe location away from door and windows within the classroom/office.

If possible close down or put computers in sleep mode.

Do not answer telephones or doors until all clear has been given.

If outside of the building immediately return to the building ensuring any children with you are brought inside the building safely.

### On discovering an intruder:

Operate the nearest **YELLOW** lockdown call box and then follow the procedure above

## FIRST AID



Any illness or accident on school premises must be reported to the school office.

The school ensures that during the school day designated first-aiders are on-site. First aid is available from the school office.

If further support is required ie: ambulance, please contact the school office.

## NO SMOKING OR VAPING



Please note that Avalon School is a **NO SMOKING or VAPING** environment.

## NO MOBILE PHONES



Mobile phones are not to be used during the school day unless in a designated area, such as the staff room. Mobile phones should be on silent or switched off and kept in a bag and not on your person.

## BRITISH VALUES



At Avalon School we promote fundamental British values and as such we expect all visitors to respect this and reflect these values in any talks, activities or presentations they undertake at Avalon School.

**Appendix 2  
Vetting of Visitors Form**

**Vetting of Visitors to Avalon School**

**SECTION 1: Basic Information**

**Name of Visitor/Organisation:** \_\_\_\_\_

**Date of Visit/Presentation:** \_\_\_\_\_

**Purpose of Visit / Topic of Presentation:** \_\_\_\_\_

**Target Audience (e.g. year group, staff, parents):** \_\_\_\_\_

**Staff Member Arranging Visit:** \_\_\_\_\_

**SECTION 2: Safeguarding & Content Check**

Please complete prior to approval.

| <b>Question</b>   | <b>Yes</b>               | <b>No</b>                | <b>Notes/Details</b> |
|---|--------------------------|--------------------------|----------------------|
| 1. Has the visitor provided valid photo ID?   | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 2. Has a member of staff checked DBS clearance (if required)?   | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 3. Is the content age-appropriate and in line with our curriculum and school ethos?                                     | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 4. Has the presentation been reviewed or discussed with a staff member beforehand?                                      | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 5. Does the presentation contain any potentially sensitive, controversial, or triggering material?                      | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 6. Have appropriate risk assessments been completed if required (e.g. practical activities)?                            | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| 7. Has the visitor read and agreed to follow the school's Safeguarding and Child Protection Policy and Code of Conduct? | <input type="checkbox"/> | <input type="checkbox"/> |                      |

**SECTION 3: Approval**

**Reviewed by (Designated Safeguarding Lead / Headteacher):** \_\_\_\_\_

**Approved for Visit:**  Yes  No

**Comments or Conditions of Approval:**

\_\_\_\_\_

## Vetting of Visitors to Avalon School

### SECTION 4: Post-Visit Feedback

(To be completed by the supervising staff member)

Visitor arrived with ID and signed in:  Yes  No

Supervision during visit provided by: \_\_\_\_\_

Feedback on delivery / conduct: \_\_\_\_\_

Any safeguarding concerns or issues noted: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_