

Visitor Admissions Policy

(to be read in conjunction with Volunteer Policy for volunteers)

Reviewed Spring 25 Governor Approved Yes Review Frequency 2 yearly Next Review due Spring 27 Safeguarding Policies
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[Reviewed August 2013 – no changes made](#)

[Reviewed September 2014 – no changes made](#)

[Reviewed September 2015 – no changes made](#)

[Reviewed February 2016 – updated with regards to DBS checks for Ofsted Employees](#)

[Reviewed September 2016 – no changes made](#)

[Reviewed September 2017 – changes made re checks being DBS rather than CRB](#)

[Reviewed April 19 – changed visitor badges](#)

[Reviewed March 20 – no changes made](#)

[Reviewed Spring 21 – Covid statement added, volunteer section removed as duplicated from Volunteer Policy](#)

[Reviewed Spring 22 – COVID statement amended](#)

[Reviewed Spring 23 – COVID amended to Pandemic and moved to the end.](#)

[Reviewed March 25 – no changes made](#)

Objective

In order to safeguard the children in our care and to protect the interests of all those who work in the school we have a policy for the admission and management of all visitors to the building.

It is most important that only those people who need to have access to the building are allowed to enter and that the reason for their visit, together with their identity is checked before they are allowed to enter the building. It is also important to remember that we are a school working in close partnership with our parents, consequently a sensitive, tactful and caring approach to them is appropriate at all times.

Visitors to the school will fall into a number of categories including.

- Parents, carers and family members arriving with, collecting or visiting children within the setting.
- Education professionals such as Educational Psychologists, music tutors,
- LA representatives,
- Healthcare professionals carrying out screening checks with groups or working with individual children, for example Speech Therapists, 0-19 NHS staff,
- Governors,
- Sports Coaches,
- Club Leaders and Tutors,
- Government officials,
- Local Councilors

When dealing with visitors to the school some discretion may need to be applied.

For example

- Is this a one-off visit?
- Is the person going to come into unsupervised contact with children?
- Can the person be escorted around the building to carry out their visit?

In all circumstances all visitors to the school will be asked to wait in the entrance foyer until the reason for their visit to the school has been checked. Visitors will also only be permitted to enter the building via the main school entrance.

All visitors employed by Stockton LA will be wearing Stockton Borough Council identification and **may** have been DBS checked - see the most recent letter from Director of Children's Services. Any visitor claiming to be from Stockton Borough Council will be asked to produce their official ID and their job title cross referenced to that on the letter before entry is allowed. If they cannot produce their official photo ID card then unsupervised entry will not be allowed.

All visitors entering the school will be asked to sign in when they arrive and sign out as they leave. All visitors will be issued with a school visitors badge to be worn at all times. This will enable all staff and children to know that the suitable checks have taken place. Any visitor in school not displaying a visitor's badge will be challenged by members of staff and if appropriate will be escorted to the school office to ensure necessary checks have been carried out.

If the visitor is meeting a member of school staff, the member of staff will be informed and will meet the visitor in the school entrance. Or alternatively the visitor will be escorted to meet the member of staff. If the member of staff is not available the visitor will be asked to wait in the school entrance.

The majority of people visiting school on business reasons will have a DBS check and will carry evidence of this. In these cases we will need to see the DBS form itself so that we can check the reference number on

their initial visit to the school and log the details where appropriate *. On subsequent visits once the person's identity has been checked and referenced against the recorded DBS details the visitor may carry out their business in school.

The information from the DBS form will be recorded on the appropriate log sheet which is a part of the central record. This will need to be done only once as for subsequent visits a visual check of the ID only will be necessary.

* In the case of Ofsted employees, sight of DBS forms will not be requested. Ofsted inspectors are all DBS checked therefore the inspector showing his ID badge is sufficient. **There is no expectation by Ofsted that schools ask for a DBS.**

Police checks

For the children's safety all volunteer helpers are required to have police clearance through the Disclosure and Barring Service (DBS) before they work in the school. In the case of regular volunteers this will be via a full DBS check but in the case of single occurrences such as supporting a school trip this will be via a Children's Barred List check prior to the trip. In the event of the check not being a full DBS disclosure, the adult **must never** have unsupervised access to pupils. Details of checks are recorded on the Single Central Record (SCR).

The Headteacher has the authority **not** to accept the help of volunteers if she believes it will not be in the best interests of the children.

Deployment of classroom helpers

It is the policy of this school that parent helpers do not usually support in their own child's classroom, as this can be distracting for the child, and may place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for individual support.

In accordance with Safeguarding guidelines and school policy, visitors to the school without a valid DBS certificate must not be allowed to have unsupervised access to children or to the building itself.

Visitors in school not displaying a visitors' badge will be challenged by staff.

Pandemic

In cases of a pandemic; local or national, visitors into school may be limited to health and social care professionals and maintenance workers.