Visitors Policy

DRYBROOK SCHOOL

Policy name	Visitors Policy
Version date	December 2025
Owner	TH
Approval date	2nd December 2025
Approver	Local Governing Board
Review frequency	Tri-Annually
Review date	2nd December 2028

Statement of Intent

This policy outlines Drybrook Primary School's approach to the management of visitors on site.
It ensures the school can:
• Safeguard and protect the welfare of pupils and staff
• Prevent unnecessary disruption to learning
• Protect grounds and facilities from misuse or damage
• Engage positively with visitors and the wider community in a controlled and safe manner

The policy applies to all visitors entering the school grounds during and outside school hours.

Authorisation

All visits must be arranged through the school office before arrival.
The office records proposed visit details and forwards them to the headteacher for approval.
Teachers arranging educational visits or meetings must submit details to the office.

Visitors arriving without prior arrangement may be permitted to meet staff only if a suitable member of staff is available to supervise them.

Parents attending for normal drop-off, collection, or school events follow event-specific procedures rather than the full visitor process.

Visiting Procedures

All visitors must:
• Report to reception on arrival
• Provide their name, organisation (if applicable), purpose of visit, and who they are meeting
• Sign in using the visitors' iPad/QR system
• Wear a visitor badge at all times
• Follow safeguarding and emergency procedures provided on arrival
• Sign out and return badges before leaving

Smoking or vaping is not permitted anywhere on the school site.

Visitors who are not DBS-checked will not undertake regulated activity and must be supervised at all times.

Exceptions

Visitors attending open days, performances, sports fixtures, fairs, or similar "by-invitation" events are not required to sign in formally but must remain in designated areas and follow staff instructions.

Unidentified Individuals

Any adult on site without a visible badge must be challenged immediately and directed to reception.

If they refuse, behave aggressively, or cannot provide a legitimate reason for being on site, they will be asked to leave.
The school may contact the police if necessary.

Visitor Conduct

Visitors are expected to behave respectfully towards pupils, staff, governors, and other visitors.
Aggressive, abusive, or disruptive behaviour will lead to immediate removal from the site.
Persistent or serious incidents may result in a formal banning order issued by the headteacher or governing body.

Visitors Requiring Assistance

Visitors who may require help evacuating the building during an emergency will be supported by staff.
Reasonable adjustments may be arranged for regular visitors with specific accessibility needs.

Prevent Duty – External Speakers

All external speakers must sign a PREVENT compliance declaration before working with pupils.
The school keeps a log of all external speakers and their declarations in line with Keeping Children Safe in Education and the Prevent Duty.

DBS and Identity Verification

Visitors who may have contact with pupils must have DBS status confirmed in one of the following ways:
• Verified directly by Drybrook Primary School, OR
• Confirmed formally in writing by their employer

Visitors without DBS clearance may still work with pupils but **must be supervised at all times** and may not engage in regulated activity.

Identity checks are completed if visitors are not known to the school or their visit is not pre-arranged.

Visitor Categories

Visitors fall into the following groups:

• **People working with children**
Examples: peripatetic teachers, LA staff, sports coaches, school nurses, volunteers.
Supervision is required unless DBS verification has been confirmed.

• **People working on site but not with children**
Examples: builders, IT technicians, maintenance contractors.

These visitors are supervised whenever pupils are present.

• **Escorted visitors**
Examples: prospective parents, job applicants, external agencies.
These visitors remain accompanied at all times unless DBS is verified.

• **Delivery drivers**
Not classed as visitors and do not sign in unless entering pupil-accessible areas.