At Claypool everyone is valued, inspired and nurtured on their individual journey of success.

Visitor Policy

Policy lead: C. Hyde

Last interim review by the Policy Lead	Autumn 2026
Last full review by the Policies Committee	Spring 2025

Next interim review by the Policy Lead	Autumn 2027
Next full review by the Policies Committee	Spring 2028

Introduction

This policy is designed to outline Claypool Primary School's procedures regarding visitors, including contractors, to the premises. 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

Legal framework

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

- Health and Safety at Work Act 1974
- DfE (2023) 'Keeping children safe in education 2023'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) 'Political impartiality in schools'

Authorisation

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, on 01204 333426 or by emailing office@claypool.bolton.sch.uk.

Visitors are required to sign in on arrival at the main office, this records the name of the visitor(s), and the name of the organisation they are from where applicable.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always possible to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff.

Safeguarding

The 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.

Prior to arranging a visit, the School Business Manager or Headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit
- The age appropriateness of what is going to be delivered
- Whether relevant checks will be required
- Whether the visit could bring the school into disrepute
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.

The School Business Manager and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

The School Business Manager or Headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils be taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty requirements at all times when managing the risk of potential harm to pupils from visitors.

Visiting procedures

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

- Immediately report to the school reception area on arrival
    - Provide their details to the school office staff, including:
    - Name
    - Purpose of visit
- Name of pupil the visit pertains to/staff member who arranged the visit
- Sign-in using the digital sign in system
- Display ID badges provided at all times while on school property
- Sign-out using the digital sign in system upon departure
- Return ID badges to the school office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, eg a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

Exceptions

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (eg the sports field, school hall).

Contractors working on site during the school holidays, when children are not present, will be organised by the Site Manager and alternative procedures may be put into place.

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 name badge.

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

If a visitor cannot be identified, the School Business Manager or 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.

Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant 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 LA for the individual in question.

Monitoring and review

This policy will be monitored and reviewed on an annual basis by the School Business Manager. Amendments to the policy will be communicated to all relevant stakeholders.