Our Lady and St John's Catholic Primary School
Boston Park Road, Brentford, Middlesex, TW8 9JF
www.ourladyandstjohns.org.uk

Visitors in school Policy

Policy Start Date	Policy Review Date	Frequency
Spring 2026	**Spring 2029**	**Every 3 years**

Context

Our Lady and St John's Catholic Primary school welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise.

Rationale

- The safety and security of all students and staff.
- The safety and security of all visitors.
- Enhancement and enrichment of the on-going curriculum through specialist expertise.
- Effective partnerships developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

Safeguarding Statement

To be read in conjunction with the **Child Protection & Safeguarding Policy**.

The health, safety and wellbeing of our children and staff is of the utmost importance to the school. The full co-operation and support of all staff is expected in implementing our Visitors Policy & procedures.

If a member of staff is contacted by an outside agency or any individual requesting permission to visit lessons, observe teaching, attend assembly etc., permission must be obtained from the Headteacher before any agreement is made.

Speakers at assemblies/citizenship/lunchtime meetings, etc., need to be cleared through the Headteacher or Deputy Headteacher.

All visitors to school will be welcomed in a cordial confidential, efficient and purposeful manner. They will be asked to state the purpose of their visit and to confirm their status, by producing verifiable documentation. If there is any doubt as to the authenticity of this information, they will not be allowed entrance to the building and the Headteacher, or a member of the SLT will be informed. The latter person may then contact the authorities, if he/she deems this necessary.

All volunteer helpers and any individual employed on a short-term basis to work with pupils must, have a valid Disclosure Barring Service (DBS) check.

Visitors, who are in school for a "one off" visit, perhaps to talk to a class, attend an assembly, observe a lesson or tour the school **do not require a DBS check, but must be accompanied throughout the duration of the visit.**

Staff from agencies including charities coming to school to work with children must have completed a DBS check. Where appropriate a 'Letter of Assurance' will remain on file.

Where appropriate, staff from other agencies may be permitted to work alone with children; this would typically include Social Services and NHS staff. All badges MUST be seen.

Signing in Procedures

To ensure the school meets Safeguarding, OFSTED, school Health & Safety and Security Policy requirements, it is essential that our procedures for signing in and out of the school are followed by ALL visitors.

Exemption to Visitor Requirements: Parents or visitors who have been invited to visit school as part of a scheduled open house, special events, scheduled performance by a class, team or group, or other adult participants in organised and school approved activities during off-school hours are exempt from signing in procedures.

Visitors

A visitor is defined as any person seeking to enter a school building who is not an employee of the school or a student currently enrolled in that building.

General Procedures

- All visitors must report to school reception to sign in.
- All visitors moving around the school site must wear the visitor lanyard and badge.
    - If they have a DBS check they wear a blue lanyard with their badge
    - If they can not supply a DBS check or number they will wear a red lanyard with their badge
- Visits may be prohibited at certain times e.g. while standardised testing or other assessments are being conducted.
- All visitors must be made aware of the school emergency procedures by the member of staff supervising their visit.
- All school visitors must comply at all times with the School's policies, administrative rules and regulations.
- Any visitors on site who are not recognised, or who are not appropriately "badged" should be politely asked their business.
- Pupils should be encouraged to report immediately any visitor who is not "badged".

General Visitors (parent helpers, volunteers, governors, LA or DHP personnel, work experience placements, student placements)

Visitors will be welcomed at Reception and asked to sign in electronically. All visitors are asked to read Fire Evacuation Procedures and Safeguarding information providing names of the School's Designated and Deputy Safeguarding Leader & School Governor responsible for Safeguarding.

If a member of staff is expecting a visitor, it is best practice to give the School Senior Administrative Officer or Receptionist as much advance notice of the visit as possible, so that there is someone in the main office expecting and waiting to greet the visitor.

Where possible, visitors will be escorted whilst on the school premises. Wherever possible, it is expected that the relevant member of staff will collect the visitor. However, if required, a member of the office team or another member of the school staff will escort the visitor to the relevant member of staff.

When a visitor is ready to leave, it is best practice for the member of staff to escort the visitor back to the main office, where they will sign out electronically.

Any performing arts group contracted for a performance
The same General Visitors procedures are to be followed for all performing artists. Safe Working Procedures checklist (see Appendix 1) must be followed by all staff. The school must ensure that the company has public liability insurance to a value of at least £5 million. At least one teacher must be present throughout the performance.

Any representative of a commercial organisation or a charity
The same General Visitors procedures are to be followed for all commercial or charity representatives.

If a representative is visiting the Headteacher or a member of staff, they are covered for insurance purposes as any other visitor. If the representative is carrying out a demonstration the school must check to ensure that their organisation has public liability insurance. Safe Working Procedures checklist (see Appendix 1) must be followed by all staff.

Contractors
All contractors visiting the premises to undertake works will be signed in and then issued with a badge

Wherever possible they will be escorted to the appropriate area by the Caretaker or another member of staff. If the school has contracted the works, the School Caretaker & Headteacher will check that the company has public liability insurance of at least £5 million. If work has been arranged by DHP or the LA, then it is their responsibility to obtain insurance details.

All building workers must undertake a DBS check.

Delivery/Courier Personnel
If appropriate, deliveries will be restricted to the Main Reception Area. However, if deliveries are being made further into the school building, the delivery personnel involved, will have to sign and follow the same procedures as contractors and will be escorted around the building.

Confidentiality
Sometimes visitors support the work of children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school.

Headteacher:	Mkelliher	**Date:**	**Spring 2026**
Chair of Governing Body:		**Date:**	**Spring 2026**

Appendices

Appendix 1 - Safe Working Procedures Checklist for staff organising visits from external agencies

- Ensure the visitor/external agency complements the school's planned programme or scheme of work.
- Be confident that the visitor/external agency has expertise in the subject they are delivering and the experience and skills in delivering sessions to children and young people.
- Before the visit, discuss with the visitor how the session fits in with the school's programme/scheme of work.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable before the session.
- Inform visitor/external agency of: number, age and gender ratio of students, background, ethnicity and culture of students, special education needs (if applicable).
- Provide access to relevant school policies, e.g. safeguarding, visitors policy, confidentiality.
- Inform relevant people of presence and remit of visitor: e.g. School Office Staff, Headteacher.
- Inform students in advance of the activity.
- Provide visitor with named contact.
- Organise, meet and greet arrangements and classroom/assembly lay out.
- Ensure relevant staff member (i.e. class teacher) is present during session and responsible for class discipline.
- Ensure activity meets Health and Safety guidelines.
- Visitor/external agency thanked for their contribution and where applicable fees paid.
- Students given time to reflect on what they have learned.
- Students, teacher and visitor carry out and record agreed evaluation method of ses