

Visitor Management Policy

Nominated Member of Leadership Staff Responsible for the policy:
Headteacher

Nominated Committee of Governing Body Responsible for the policy:
Premises, Safeguarding and Mental Health Committee

Date written:
April 2026
Date agreed and ratified by Governing Body:
June 2026
Date of next review:
June 2029

This policy will be reviewed every three years, and following any concerns and / or updates to National and Local guidance or procedures

Visitor Management Policy

Porter Croft CE Primary Academy is required to implement robust and consistent safeguarding practices, and to ensure that individuals who are not suitable to have access to our school and our learners are denied any opportunity to do so. Governors and Directors share a commitment to safeguarding and promoting the welfare of children and young people, and it is recognised that every individual is responsible for realising this commitment.

In school safeguarding practices are reviewed by Governors and the school's Designated Safeguarding Lead, and any actions required are reported to the relevant Governing Committee. All staff involved in the management of visitors are fully trained and resourced to fulfil their responsibilities.

The school will not tolerate any verbal abuse, aggression or other form of inappropriate behaviour towards its staff. Any visitor who obstructs the school in seeking to fulfil its safeguarding responsibilities or who fails to comply with this Policy may be asked to leave the school site and may not be permitted to return.

Purpose and scope

This Policy explains the protocols that will be implemented in respect of all visitors, including external agencies, contractors, trainee teachers placed by ITT providers and volunteers.

All visitors attending the school site are required to comply with this Policy, and to co-operate with the colleagues responsible for their implementation.

The protocols are being implemented by the school in accordance with the statutory guidance Keeping Children Safe in Education 2025 and The Education (Independent School Standards) Regulations 2014.

Where possible copies of this Policy will be provided to visitors in advance of them attending the school site; the Policy is also available on the school's website.

Other policies with links to this Policy:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Whistleblowing Policy

This Policy and those listed have been drafted with due regard to the Data Protection Act 2018, The General Data Protection Regulations, The DBS Code of Practice, The Equality Act 2010 and the Equality Duty.

Colleague responsibilities

All staff are responsible for ensuring that this Policy is implemented.

All staff must ensure that:

- If they see a person who is not a pupil beyond the school's reception areas, who is not wearing a lanyard or is wearing a black lanyard and is unaccompanied, they should escort them back to the main school reception.
- When inviting visitors onto the school site they have prior authorisation from the school's Headteacher to do so.
- They work with the School Manager and Admin Staff to ensure that the required checks are carried out in a timely manner prior to visits taking place.
- If they are expecting a visitor they have notified colleagues working on reception in advance of the name of the person/s visiting, their expected time of arrival, the organisation they are from, the purpose of their visit and where relevant, who will collect them from reception.

Protocol for all visitors on arrival

- On arrival at the school site all visitors must immediately report to the school's main reception. They must confirm their name, the purpose of their visit and who they are expecting to meet and sign in using the school's electronic signing in system, and in doing so provide written confirmation of their name, the organisation they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration. The visitor's photograph will be taken by the system. Visitors will also be expected to provide photo identification as confirmation of their identity.
- They will be made aware of the school's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.
- They will be issued with a red or black lanyard with their identification badge, which they will be required to visibly wear at all times (black lanyards are given to any visitor without a DBS check)
- Visitors are to be escorted from reception by their school point of contact.

Visitor categories

The school manages visitors by placing them into one of two categories:

- i) Those who aren't listed on the school's Single Central Record
- ii) Those who are, and are therefore on the school's Approved Visitor List.

The school manager is responsible for ensuring that the school has an accurate and up to date Single Central Record. In accordance with Keeping Children Safe in Education, it is a requirement that relevant visitors from external agencies, including teacher supply agencies, are recorded on the Record. The school also records trainee teachers placed by ITT providers, volunteers and subject to frequency of visit and nature of work, contractors.

Visitors who will not be engaging in regulated activity in school (Defined in accordance with Keeping Children Safe in Education 2025), for example, parents, carers, people attending interviews, meetings or carrying out work and are supervised are not required to be listed on the school's Record, however, the school will list contractors who, whilst not working in regulated activity, will have access to learners around the school site.

The school will always seek to inform visitors if they are required to undergo relevant safeguarding checks prior to their visit to allow them to be placed on the Record. This may include checks being undertaken directly by the school, or receipt by the school of confirmation that an external organisation the visitor represents has carried out the checks. Visitors must present their DBS certificate and appropriate photo ID on arrival to confirm their identity.

Protocol for visitors who are not on the school's Single Central Record

- Visitors who are not listed on the school's Single Central Record will be provided with a black lanyard.
- They must be supervised at all times by a member of staff who has enhanced DBS and barred list clearance.
- They must never be allowed to move about the school site unaccompanied or be left unaccompanied in a part of the school where they can access pupils.

Protocol for visitors who are listed on the school's Single Central Record

- Approved visitors will be provided with a red lanyard if the school is satisfied that all required safeguarding checks have been undertaken and verified on arrival.
- On their first visit to the school the visitor must provide sight of their DBS certificate and photographic ID to the office so that they can be entered on the single central record

Protocol for all visitors on leaving the school

- On leaving the school site all visitors must leave via reception, sign out and return their identification badge and door pass where provided.