



Newtown C of E Primary School

Visitors to School Policy

Ratification Date:	September 2017	Signed: Mrs Emma Howlett (HEAD TEACHER) Mrs Janet Cane (CHAIR OF GOVERNORS)
Reviewed	March 2026	Signed Emma Howlett (HEAD TEACHER) Glynis Wright (CHAIR OF GOVERNORS)
Next review	March 2028	

(Please note: This policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies, protocols and guidelines).

School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *"love one another as I have loved you"* (John 13:34), *"be strong and courageous... for the Lord your God is with you wherever you go"* (Joshua 1:9), and *"a friend loves at all times"* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other's gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *"Above all, love each other deeply"* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance with statutory guidance in *Keeping Children Safe in Education* (Department for Education)
- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values
- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives

- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

1. Rationale

The Governing Body assures all visitors and volunteers a warm, friendly and professional welcome to Newtown CE Primary School, whatever the purpose of their visit.

The school has a legal duty to care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

2. Aims and Objectives

To safeguard all children under this school's responsibility, both during school curriculum hours and out of school hours activities which are arranged by the school.

1. To make visitors/volunteers welcome
2. To have in place a clear protocol and procedure for the admittance of external visitors/volunteers to the school
3. To ensure that this protocol and procedures are understood by all staff, governors, visitors, volunteers and parents
4. To ensure that the protocol and procedures conform to child protection and safeguarding guidelines

3. Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (ie within the boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, project related visitors such as authors, journalists)
- All governors to the school
- All parents and volunteers

- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building and Maintenance and all other Independent contractors visiting the school premises
- Independent contractors who may transport students on mini buses or taxis

4. Protocol and Procedures

4.1 Visitors to the School

All visitors to the school will be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below).

They must follow the procedure below.

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request
- All visitors will be asked to sign in using the electronic signing in system and note their name, organisation, who they are visiting and car registration. Supply teachers and staff will be provided with a safeguarding induction brief upon arrival. Contractors will be provided with an induction brief upon arrival.
- All visitors will be required to wear an identification badge– the badge must remain visible throughout their visit.
- All new visitors are provided the opportunity to read the Safeguarding and Health & Safety Information via the electronic signing in system.
- Visitors will be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List. At no point must a visitor left unsupervised with children.
- For all visiting speakers / organisations, we will send a copy of our Service Level Agreement – For use with organisations working with pupils, (Appendix 1) so we can organise your visit accordingly.

4.2 Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record **AND**
- b) A current clear DBS children's barred check has been undertaken **AND**

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book). A copy of the approved visitor list will be kept in reception at all times.

4.3 Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- Sign out via the electronic signing in system
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

4.4 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge/visitor sticker should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign into the electronic system and be issued with an identity badge.

The procedures under “Visitors to the School” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

4.5 Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School office.

The School must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old)

Thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the electronic signing in system.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role

4.6 Dogs on school site

Dogs are not permitted on the school site except if the dog has a certificate of exemption. For example, certified therapy dogs.

Banned dog breeds within section 1 of the Dangerous Dogs Act 1991, including the XL Bully type, must not be kept or present on the school premises at any time, including where a dog has a certificate of exemption.

5. Staff Development

As part of their induction, new staff will be made conversant with this policy for External visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This policy and procedures should be read in conjunction with other related policies, including:

- Safeguarding Policy
- Health and safety Policy
- Fire Policy

6. Outcomes

This policy will promote the excellent ethos of the school. It will ensure that children and staff are safe and that visitors and volunteers are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering the school

Newtown C of E Primary School

Service Level Agreement – for use with organisations working with pupils

Organisation(s) delivering session: _____

Named contact for the session: _____

E-mail: _____ Tel/Fax: _____

School: _____ Named contact: _____

E-mail: _____ Tel/Fax: _____

Reason for visit: _____

Date of session	Time of session	Set up time needed	Year group	Class	No of pupils

Location of the room: _____

Where will guest be met, and by whom: _____

Aim of the session(s)	Expected learning outcomes	Suggested materials to be used*

* *Materials must be approved by staff member*

Equipment required on the day: _____

Before the visit, the school will:

- 1 provide the guest with the relevant policies, eg: confidentiality and sex education policies, plus others if needed
- 2 inform the staff team that the guest will be in the school, and share the materials they will be using
- 3 ensure the pupils are properly prepared for the session, and that it is relevant to a scheme of work
- 4 provide contact details of the teacher taking the lesson, unless stated above
- 5 ensure the required equipment is in place and in good working order
- 6 inform the guest of any pupils who have additional needs, or are particularly vulnerable to the content of the session.

Other: _____

Before the session, the visitor will:

- 1 ensure a signed copy of the SLA is left with the member of staff completing it
- 2 contact the relevant staff member to discuss the final session content and formalities.

Other: _____

I have had a Criminal Records Bureau (CRB) check Yes ☐ No ☐

If no, appropriate steps should be taken to ensure school policy and guidance is met (see guidance notes).

We, the undersigned, being the people responsible for the organisation of this session, certify that the guidance in this SLA will be met to the best of our abilities, in order to fulfil the aims and learning outcomes highlighted in the above document, as well as to provide quality education within a current scheme of work and to encourage consistent partnership working.

Staff member

Sign: _____ Print name: _____

Date: _____

Visitor

Sign: _____ Print name: _____

Date: _____

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Guidance for using the Service Level Agreement – For use with organisations working with pupils

This guidance is designed to take you step by step through the SLA.

If you have any further questions or queries please contact the School Office on:

Tel: 02392 584048

Section 1 – Contact details

Both the visiting practitioner and the school contact are to fill in this section in as much detail as possible to ensure that contact between parties is as easy as possible.

Section 2 – Table

The table is designed for the input of up to five dates for session delivery. If more space is needed please use a copy of the SLA to complete the task and attach the pages together.

Section 3 – Location and meeting

To ensure that the visitor's needs are met on arrival, please use this section to specify where the location of the room will be, as well as who will be meeting the visitor on arrival at the school/education provider and where.

Section 4 – Aims, outcomes, materials and equipment

It is important to discuss with the school/education provider the type of session that they would like and how it will fit in with the scheme of work they are currently delivering.

Use this section to write down the aims and learning outcomes for the session, as well as to highlight what materials will be needed.

Please note, all materials used must be approved by the school/education provider *before* the session is delivered.

This section should also be used to let the school know what they will need to supply in order to support the session.

Section 5 – Before the visit

Please read through this section with the member of staff completing the SLA. Discuss the practicalities of each point, to ensure the agreement will be met.

Use the *other* section to include any additions to the agreement that would support both parties further.

Section 6 – Disclosure Barring Service (DBS) check

It is recommended that everyone working with young people undergoes a DBS check. If however you do not hold a current DBS, it is important to ensure that you do not work alone with young people, and that a member of staff who is DBS checked is in the room with you at all times.

It is preferable that a member of staff is always present when a visiting practitioner attends the school.

Section 7 – Final statement and signatures

The final statement forms an agreement between the partners signing the SLA. This must be read and understood by all signatories before signing and dating the document.