



**KIRKBY AND GREAT BROUGHTON CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL**

“Shine among them like stars lighting up the sky” (Philippians 2:15-16)

**Visitors Policy
July 2025**

Everyone in our school is a valued and unique person with different gifts and skills. Guided by strong Christian principles, we work together to help children to shine for themselves, the community and the world.

Aims and objectives

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to the school, the Headteacher is informed, with a clear explanation as to the relevance, purpose date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to Administration staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign in on the Sign In App and are given a lanyard.
- All visitors are given information regarding Safeguarding, Health and Safety, Fire and use of mobile phones.
- Visitors are 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.
- Adults other than teachers from the music service will not be left alone with groups of children unless they have been through recruitment checks
- Outside agencies will provide relevant insurance details

- New volunteers will have references checked, complete NYorks Basic safeguarding and have been interviewed by the headteacher.

On departing, visitors leave via reception and:

- Sign Out on the App
- Return the identification badge to reception

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Headteacher (or DDSL unavailable) 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.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the 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.

CPD

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

Linked Policies

This policy should be read in conjunction with other related school policies: including:

- Child Protection/Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety