

The Corner School: Visitor Policy

Owner:	Head Teacher
Author:	Head Teacher
Approvers:	Education Committee
Last Review:	November 2025
Next Review Date: <i>(Reviewed annually - updates in response to changes in legislation and best practice will occur as and when needed.)</i>	November 2026

1. Introduction

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, and we ask for co-operation from staff, pupils, parents and visitors.

We must ensure that all children and staff learn and work in an environment where they are safe and free from harm. We are responsible for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during any school event that may take place outside the school day, and on school organised (and supervised) off-site activities.

2. Aims

The aim of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the school, which conforms to child protection guidelines and prevents unsuitable people from working with or accessing children in the school setting.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members
- Safeguard and protect visitors while on our site
- 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

3. Who This Policy Applies To

This policy applies (*but is not limited to*):

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| • All teaching and non-teaching staff employed or contracted by the school | • Parents/Carers |
| • All external visitors entering the school site during the school day (incl. therapists, wider charity employees, agency staff, sports coaches, IT support, cleaners, caterers etc.) | • Social Workers |
| • Members of The Corner School Education Committee | • Volunteers |
| | • Children |
| | • Local Authority employees |
| | • Ofsted Inspectors |
| | • Building & Maintenance Contractors |

A person making a delivery is not classed as a visitor and therefore not required to sign in

4. Protocol and Procedures

Prior to a visitor attending the school

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.

Before a visitor is invited to the school, the Head Teacher is informed with a clear explanation as to the relevance, purpose, date and time of the visit.

The Headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.

Permission must be granted by the Head Teacher before a visitor is invited to come into school. All visitors must report to the school office on arrival (see below).

Arrival, authorisation and escort procedure

- The main school entrance is situated on Douglas Road *(at no point should visitors be given access to the school from the back entrance on The Close. This entrance is for pupils only from 8.50am-9.00am and 2.55pm-3.00pm)*
- The main school entrance gate is secure, visitors should ring the bell at the main entrance entry gate via the intercom to be granted access by the school office
- All visitors must state the purpose of their visit, who has invited them or who they wish to see
- All visitors will then be collected at the gate by the Office Manager or appointed member of staff and escorted to the school office
- Visitors representing organisations (such as a Local Authority, business, contractor or outside agency) will be required to show formal credentials and identification
- For relevant visitors attending the school in a professional capacity, the school will check:
 - Photo ID
 - DBS to check to ensure it is the correct level and in date
 - Prior to arrival, where relevant, the school will have ask for a Letter of Assurance where their organisation has confirmed their staff have appropriate checks
- Parents and other visitors will have their ID checked only
- All visitors are required to sign in
- Visitors will be given a visitors identification badge
 - White visitor badge and no lanyard for visitors who do not hold a DBS who must be accompanied by a member of staff at all times
 - Orange lanyard for DBS approved visitors (eg: sports coaches, music therapist) who do not have to be accompanied by a member of staff
 - All visitors are required to wear their identification badge or lanyard at all times whilst on the school premises
- 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 staff contact will then be responsible for the visitor while they are on site

- All visitors must be escorted at all times while on school premises unless they are regular visitors who have been DBS cleared and are wearing an orange lanyard
- On departing, visitors leave via reception and:
 - Sign out
 - Return the identification badge/lanyard to reception
 - Close the external security gate carefully behind them

Action required if a visitor is not displaying a visitor's identification badge/lanyard

- Any staff member is entitled to politely challenge any person on the school site who is not wearing a lanyard or ID badge.
- 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. If their presence is legitimate, then they will be reminded to display their visitor's identification at all times.
- In the event that the visitor refuses to comply, or there are concerns regarding their identity and legitimacy at the school, they will be asked to leave the site immediately. The Head Teacher (or Senior Leader if the Head Teacher is not available) will be informed immediately and they will consider the situation and decide if it is necessary to inform the police.
- If an unknown/unexpected 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.
- Staff should be cautious and ensure their own safety at all times, if in doubt they should:
 - Not approach visitors alone
 - Alert the senior leadership team (or other relevant person) before approaching the visitor

5. Staff familiarity with this policy

As part of their induction, new staff are made aware of the Visitor Policy and asked to ensure compliance with its procedures at all times.

6. Other Visitor Categories

- Members of the Corner School Education Committee are made aware of this Visitors Policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Head Teacher and the Corner School Education Committee Chair. Committee members have appropriate safer recruitment checks carried out, including an enhanced DBS.
- The schools regular external Sports Coaches have an enhanced barred-list DSB check and a letter of assurance from their organisation. They have their own lanyard and can access the school directly. The lanyard is tracked on the system, so if they lose it the school can disable it.

- The school cleaner does not work on site while children are present. During term-time other school staff are usually on site. However, there is a key, entry fob and alarm fob that the cleaner uses to lock up and set the alarm when cleaning in the holidays.
- The school caterer arrives at the school during school opening hours and is let in by the school office. They have received the necessary checks, but are highly unlikely to be left unsupervised with children in the course of their duties.
- Other self-employed or third party contractors or volunteers will be asked to comply with this policy and appropriate checks will be carried out.

7. Safety

Visitors can support to keep The Corner School safe in the following ways:

- Fire and Evacuation:
 - Visitors must read the fire safety plan
 - The alarm is a continuous bell. You must leave the building by the nearest exit. Stay with your staff contact as they will escort you to the assembly point and ensure that you are recorded present by the administration staff. Do not take any personal risks.
 - Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility.
 - You must not re-enter the building until told it is safe to do so.
- First aid: If you need first aid or feel unwell please inform your school contact and go to the main school office
- Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site
- Visitors must follow any health and safety guidelines that may apply
- Our school operates a no smoking policy. Visitors must not smoke or vape anywhere on the school site
- Visitors must not take photos on school premises without permission from the Head Teacher
- Visitors should not use their mobile phones outside of the staff room without permission
- Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils
- If visitors have any concerns that a pupil may be at risk of harm, they must report it immediately to the DSL (or Deputy DSL in their absence). They must not promise confidentiality.
- 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

- 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

8. Monitoring and Review

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit, and a decision made as to whether they will be allowed to visit the school in future.

If a member of staff has any safeguarding concerns regarding a visitor, they should immediately notify the Head Teacher/DSL, or Deputy DSL in the Headteacher's absence.

This policy will be reviewed annually or on an ad-hoc basis as required.

9. Related Policies

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

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| • Child Protection and Safeguarding (Incl. Prevent) | • First Aid |
| • DfE KCSIE 2025: Keeping Children Safe in Education (KCSIE) | • Fire Emergency Plan |
| • Safer Recruitment | • Non-smoking policy |
| • Health and Safety | • CCTV policy |
| | • E-safety and Acceptable Use |