



Visitors Policy

Approved by Orchard Primary School Governing Body:	
Head Teacher	Mrs Sarah Bitcon
Chair of Governors	Approval delegated to Head Teacher
Date Adopted	18 June 2020
Date Reviewed	19 November 2025
Date of Next Review	Autumn Term 2027

Statement of Intent

This policy is designed to outline Orchard Primary and Pre School's policy regarding visitors to our school and its grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- 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.

Authorisation

- 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.
- The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- Where appropriate, the school office will pass the details on to the Head Teacher for agreement before confirming the details of the visit.
- Teachers, or other staff members, arranging visitors to the school for educational purposes, should research the content/contribution to be made by the visitor to ensure it is appropriate for the pupils. They should collate all the above required information and pass this on to the Head Teacher for authorisation before confirming the visit (*see Appendix A*).

Visiting Speakers must sign the Visiting Speaker Declaration Form (*see Appendix B*) prior to coming into school.

- Visitors who arrive at the school without a prior appointment may be permitted to meet with the Head Teacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a member of staff.
- Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

Visiting Procedures

All visitors to the school, including parents, will comply with the following procedure:

- Immediately report to the school reception area on arrival.
- Sign in using the Visitor Management System, providing their name and purpose of visit.

- Display the ID badges provided at all times while on school property.
- Sign-out using the Visitor Management System upon departure.
- Return ID badges to the school office before departure.

Information is available in the Reception area regarding health and safety while on school premises, emergency procedures and how to report a concern.

Visitors are advised that our school is a non-smoking area, and smoking is not permitted anywhere within school grounds.

Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

Exceptions

- Parents/carers/friends/relations, etc attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above. In these circumstances the Head Teacher will use their professional judgment about the need to escort or supervise visitors and the need for them to sign in.
- Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

Contractors

Prior to the commencement of building or maintenance work, the Head Teacher will establish a formal agreement with contractors regarding access to specific areas of the building. For many building projects physical separation – for example fencing off the work areas, will provide additional safeguards.

Any DBS checks required should be completed before the contractor begins work in school.

Contractors should sign in and be issued with a visitors' badge. If the contractor is working in an area of the school where students are present, they will be supervised by a member of staff.

Unidentified Individuals

- It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- Any such visitors will be directed to the school office where they can sign-in.
- If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

Visitor Conduct

- Visitors to the school will be required to act appropriately at all times.

- Orchard Primary and Pre School has a Parent/Guardian/Visitor Conduct Policy and reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 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.

Smoking/Vaping

In accordance with current legislation on smoking in public places, Orchard Primary School will not permit smoking or vaping in any part of the school site at any time. This includes all school buildings and the outside areas of the school including playgrounds, sports field or car parks.

Visitors are discouraged from smoking at entrances and exits to the school site to avoid portraying smoking as acceptable to children and young people.

Monitoring and Review

This policy will be monitored and reviewed every 2 years by the Head Teacher.

Amendments to the policy will be communicated to all members of the school community.



Appendix A

Visiting Speaker Form

(The completed form should be returned to the Head Teacher)

All information about the visiting speaker and the booking process must be recorded on this Visiting Speaker Form.

Name of school organiser:

Name of Visiting Speaker:

Organisation:

Organisation address:

Telephone Number:

Email Address:

Date when the speaker will be on site on Orchard Primary School:

Please explain below:

- Why this speaker is being invited into the school?

- What topics will be covered during the talk/presentation?

- What the intended outcome of the visit will be?

Have a variety of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously been taken?

Please list the searches below:

The visiting speaker has declared that they understand they must abide by the school's equality and safeguarding commitments; that there must be no statements which might cause offence to

others, or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

Yes / No

I authorise for this speaker to deliver a talk/presentation at Orchard Primary School based on the information detailed on this form.	
Name	
Signature	
Date	



Appendix B

Visiting Speaker Declaration

(This form should be returned to the Headteacher by the visit organiser)

Orchard Primary School understands the value for children of listening to speakers from a range of organisations who bring a wealth of expertise. We welcome speakers to enable pupils to broaden their knowledge, understanding and experience across the curriculum and beyond.

We thank you for giving up your time to share your knowledge and experience with the children.

- I understand that I will be expected to hold a discussion (in person, or via email or phone call) with a member of staff regarding the content of the presentation, and share any materials that I will be using, prior to the event taking place.
- I understand that I must arrive in good time and must bring suitable identification, e.g. passport/photo driving license/DBS.
- I understand that I must be supervised at all times and not left alone with pupils.
(The speaker may be exempt from this if it has been confirmed that the appropriate checks have been carried out for 'Regulated' activity to take place.)
- I understand that my presentation will be brought to an early conclusion if the content proves unsuitable.
- I understand that the talk/presentation will not be used to raise funds without prior permission of the Headteacher.
- I understand the need to abide by the school's equality commitments; that there must be no statements which might cause offence to others or otherwise undermine tolerance of other faiths or beliefs; and there must be no extremist material.

Visiting Speaker's name	
Visiting Speaker's signature	
Date	