

**This guidance is intended to help our schools manage visitors in a way that ensures the safety of our students and adults on the school site. The responsibility for this lies with the Headteacher**

**Visits should be planned to ensure the safety of our students and the visitor. Where appropriate, risk assessments should be undertaken. The head teacher should be aware of visits in advance.**

## Types of Visitors

**There are a number of different types of genuine visitors to a school.**

- Visitors who attend the school in connection with children and who have a professional role such as health related professionals, official Government Educational lecturers and sports coaches.
- Visitors who attend the school such as builders, contractors and maintenance staff.
- Other genuine visitors such as parents, parent helpers, school governors.
- Volunteers approved by Sharing Wonders Charity

## Procedures for all visitors

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to the school office first.
- At reception, all visitors should explain the purpose of their visit and who has invited them.
- All visitors will be asked to sign the **Visitors' Register**. When signing in, the visitor will agree to abide by the school's Safeguarding protocols which are displayed in the Headteacher's office.
- Visitors should wait in the office until they are escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils unless this is a legitimate part of their role for example a trainee teacher.
- If visitors find they are alone with pupils/children they should report this to a member of staff.
- On departing the school, visitors should **sign out** in the visitors register and be seen to leave the premises.

## Uninvited Visitors to the School

- Any visitor seen on the school grounds will be escorted to the office to determine the reason for their presence.
- If there is no reason for them to be in the school, they will be asked to leave immediately.

## Contractors

- For building or maintenance contractors entering the school on a school day, should sign in/out in the Visitors Register.

# School Visitor Policy



## Trainee teachers

- As with other visitors, trainee teachers will also need to sign in/out of the Visitor Register. It will be the school's responsibility to make the appropriate checks on such visitors.

## Parents and relatives

- For visitors such as children's relatives/guardians during occasions such as graduation day, in these circumstances teachers should use their professional judgment about the need to supervise visitors.

## Concerns related to a visitor

- Staff and students should report any concerns about a visitor to the headteacher.
- Any issues regarding the suitability of visitors to the school should be noted by the headteacher and appropriate action taken.

## Visitor register must contain the following details for each visitor

Name:	Date:	Contact number:	Purpose of visit:	Person/class you are visiting	Time In	Time Out

## Policy Documents

The latest version of this document and our other related documents can be found

[www.sharingwonders.org/policy-documents.html](http://www.sharingwonders.org/policy-documents.html)