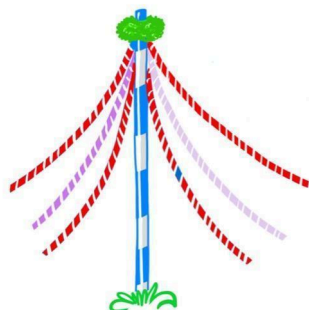


Maypole School



VISITOR POLICY

2025-2026

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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. 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 and young people in the school setting.

3. WHO THIS POLICY APPLIES TO

This policy applies to:

- All teaching and non-teaching staff employed or contracted by the school
- All external visitors entering the school site during the school day, including peripatetic tutors, therapists, sports coaches, guest speakers etc
- Members of the Governing Body
- Parents / carers
- Social Workers
- Volunteers
- Children
- Local Authority employees
- Building & Maintenance Contractors

4. PROTOCOL AND PROCEDURES

Get permission in advance

Before a visitor is invited to the school, both the Executive Headteacher and Principal are informed, with a clear explanation as to the relevance, purpose, date and time of the visit.

Permission must be granted by the Executive Headteacher or Principal before a visitor is asked to come into school.

Arrival, signing-in and escort procedure

- All visitors must contact the school office on arrival. At the Leigham Court site this will be via the intercom at the entry gate, as indicated by the signs. At the Sunbury site, this will be by ringing the bell on the outer front door. At Melville, this will be via the intercom at the front door. All visitors will then be collected and escorted to the School Office for that site.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. Visitors representing organisations (such as an LA, a business, a contractor or an outside agency) will be required to show formal identification.
- All visitors are required to sign in, and will be given a visitors identification badge
 - Red Lanyard & visitor badge for non DBS visitors who must be accompanied by a staff member at all times

- Green Lanyard & visitor badge for DBS approved visitors (therapy staff) who do not have to be accompanied by a staff member
 - All visitors are required to wear this identification badge at all times whilst on school premises.
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- 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.
 - All visitors must be escorted at all times if wearing a red lanyard, while on school premises unless they are regular visitors who have been DBS cleared. Visitors who are DBS cleared will wear a Green Lanyard and visitor badge.
 - On departing, visitors leave via reception and:
 - Sign out
 - Return the identification badge to reception

Action required if a visitor is not displaying a visitor's identification 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.

Any staff member is entitled to politely challenge any person on the school site who is not wearing a lanyard and ID badge.

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 Executive Headteacher / Principal or Senior Leader, if neither is 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 familiarity with this policy

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

Governing Body members, Volunteers and external Agencies

All visitors within this category are required to have an enhanced DBS.

New governing body members 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 Principal/Executive Headteacher.

Useful information for visitors

Any concerns visitors may have should be recorded in writing and shared with the DSL.

If visitors have a concern regarding a pupil and they feel unable to discuss this with the DSL they can contact Surrey Single Point of Access (C-SPA) – 0300 470 9100 email: cspa@surreycc.gov.uk
Out of hours: 01483 517898 email: edt.ssd@surreycc.gov.uk Emergency duty team if out of hours on 01483 517898

If visitors have a concern regarding a member of staff and they feel unable to discuss this with the DSL they can contact the Local Authority Designated Officer (LADO):
Telephone: 0300 123 1650 (option 3) / 0772 082 8700 Email: lado@surreycc.gov.uk

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 may be asked / will be allowed to visit the school in future.

This Policy will be reviewed annually; or anytime if amendment is required.

LINKED POLICIES

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

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

DfE KCSIE 2025 www.gov.uk/government/publications/keeping-children-safe-in-education--2