

Willow School Policy



Visitors Policy

Date: July 2025

Review Date: July 2027

Statement of Intent

This policy is designed to outline Willow School's procedures regarding visitors to the premises.

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

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
- DfE (2021) 'Keeping children safe in education 2021
- Childcare Act 2006
- Education Act 1996
- DfE (2021) Prevent Duty Guidance

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy

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, or by emailing enquiries@willow-school.co.uk

Visitors are required to sign in on arrival through the school's signing in visitor and fire register book which records the reason for the visit, the name of the visitor(s) and the name of the organisation they are from where applicable.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff. Parents are discouraged from visiting the school during school hours unless for a school event, pre-arranged meeting, or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

Visiting Procedures

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

- Immediately report to the school reception area on arrival

- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
- Sign-in the visitor and fire register book
- Display visitor badges provided at all times while on school property
- Sign-out the visitor and fire register book
- Return visitor badges to the school office before departure

Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

Exceptions

Visits to the school by contractors are governed by our Health and Safety Policy. Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (eg, school hall)

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 cannot be identified, the Headteacher or member of SLT will be informed immediately.

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 in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school 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.

Vetting External Agencies and Speakers to Protect from Partisan Political Views

- The Senior Leadership Team are in charge of coordinating and vetting the booking of all visiting agencies and speakers, so staff should always seek permission prior to booking a visitor.
- Appropriate checks will be carried out on the suitability of the visiting speaker, which may include internet searches and/or contacting other school where the person has previously visited.
- We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, Willow School's values and ethos. This will include:
 - British Values
 - Activities are matched to the needs of the pupils
- All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event.
- At Willow School, we encourage pupils to understand, tolerate and respect opposing views and beliefs, appropriate to their age, understanding and abilities, and to be able to actively engage with the, in informed debate, and we may use external agencies or speakers to facilitate or support this. This will allow students to develop the critical thinking skills needed to engage in informed debate.
- Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Monitoring and Review

This policy will be monitored and reviewed every two years by the Headteacher.