Micklands Primary School

Visitors Policy

Publication date: 1st September 2026

Review date: 31st August 2029

Status: Non-statutory

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Statement of intent

This policy is designed to outline Mickland's policy regarding visitors to our school 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.

This policy aligns with the DfE's Keeping Children Safe in Education (2026) and reflects our duty to maintain a strong safeguarding culture in which appropriate arrangements are made for all individuals visiting the school premises.

1. 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, who can be contacted on 0118 937 5500.

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.

The school office will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the headteacher's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/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 teacher, member of the reception staff or member of the senior leadership team.

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.

Where a visitor's role involves regulated activity, the school will ensure that all checks required by KCSIE 2026 and the school's Safer Recruitment Policy have been completed before the individual undertakes that activity. From 1st September 2026, the previous supervision exemption for volunteers no longer applies when determining whether relevant teaching, training, instructing, caring for, or supervising children constitutes regulated activity.

External speakers, performers and organisations invited to deliver assemblies, workshops or other sessions with pupils will be subject to appropriate checks and a proportionate risk assessment. The school will consider the suitability of the individual or organisation, the educational value and age-appropriateness of the proposed content, any safeguarding risks and whether relevant vetting checks are required. Appropriate supervision arrangements will be put in place.

2. Visiting procedures

Provide appropriate identification where required. Professional visitors will have their identity verified on arrival and the school will obtain assurance, where applicable, that appropriate vetting checks have been completed by their employer or organisation.

Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a safeguarding concern and emergency procedures.

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

Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.

The school will determine appropriate supervision arrangements for visitors using professional judgement and taking account of the purpose of the visit, the visitor's role, the areas of the school they will access and their potential contact with pupils.

The school will not request DBS or barred list checks, or ask to see existing DBS certificates, for ordinary visitors such as parents, carers, relatives or others attending school events where such checks are neither required nor appropriate.

For visitors attending in a professional capacity, the school will check their identity and obtain appropriate assurance that any DBS or other vetting checks required for their role have been undertaken. Where the visitor is supplied by an employer or organisation, the school will not normally require sight of the DBS certificate itself.

No visitor will be permitted to undertake regulated activity unless the school is satisfied that the checks required by law and KCSIE have been completed.

Visitors will be informed of key safeguarding procedures on arrival, including how to report a concern about a child or an adult. They will be issued with a Safeguarding Information Leaflet and made aware of the DSL team.

3. Exceptions

Visits to the school by contractors are governed by our Contractors' Policy.

Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.

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.).

4. 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.

5. 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.

Micklands 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.

In the event of persistent occurrence of unacceptable behaviour on the school site, Micklands has the right to request a banning order from the LA for the individual in question.

Any safeguarding concern arising from the conduct, language or behaviour of a visitor will be reported without delay in accordance with the Child Protection and Safeguarding Policy. Concerns about the safety or welfare of a child will be reported to the DSL or a deputy DSL. Concerns about the conduct of an adult which may indicate that they have harmed a child, may have committed a criminal offence against or related to a child, may pose a risk of harm to children, or may not be suitable to work with children will be reported to the headteacher without delay. Where the concern relates to the headteacher, it will be reported to the chair of governors.

6. Monitoring and review

This policy will be monitored and reviewed every three years by the headteacher.

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

The next scheduled review date for this policy is **31st August 2029**.