Visitor Management Policy

St Luke's Primary School

'Love God. Love your neighbour as yourself: be the Good Samaritan. Luke 10:25-37

ST LUKE'S & MORELAND SCHOOLS

VISITOR MANAGEMENT POLICY

2025

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to both St Luke's and Moreland Schools, whatever the purpose of their visit.

The schools have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff.

Reviewed: May 2025

This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and Senior Staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Head-teacher, Assistant Head and School Business Manager are responsible for implementation, co-ordination and review of this policy. They will also be responsible for liaising with the school's site/security staff and child protection Officer as appropriate. All breaches of this procedure must be reported to The Head-teacher, Assistant Head or School Business Manager or member of the Senior Leadership team.

Aim

To safeguard all children and staff under both school's responsibility during school hours and out of school hours activities which are arranged by either school. The ultimate aim is to ensure that students at St Luke's or Moreland Primary School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, governors, visitors and parents. This should also conform to child protection and safeguarding guidelines.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities

The policy applies to

- ✓ All Staff employed by the school
- ✓ All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists etc.).
- ✓ All governors of the school
- ✓ All parents and volunteers
- ✓ All pupils
- ✓ Other education related personnel (Advisors, Inspectors or consultants)
- ✓ Building maintenance and all other independent contractors visiting the school premises
- ✓ Independent contractors who may transport students on minibuses or taxis.

Protocol and Procedures

Visitors to the school

- ✓ All Visitors to the school will be asked to provide formal identification and a valid DBS check at the time of their visit (unless they are on an approved visitors list). They must follow the procedure below.

- ✓ All visitors must enter through the main reception entrance and report to reception on arrival. No visitor is permitted to enter the school via any other entrance under any circumstances.

- ✓ At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification and a valid DBS check upon request.

- ✓ All visitors will be asked to sign the visitors Record Book or approved visitor log (where appropriate) which is kept in reception at all times making note of their name, organisation, who they are visiting, car registration and the time they arrive.

- ✓ All visitors will be required to wear an identification badge or visitors badge – the badge must remain visible throughout the visit.

- ✓ Visitors will then 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. The visitor must not be allowed

to move about the site unaccompanied unless they are registered on the approved visitors list.

- ✓ Visitors should follow the Safeguarding policy at all times and report any concern or disclosure to the designated safe guarding lead or one of the safeguarding team whose names and photographs are displayed all over the school.

- ✓ Visitors should follow the schools fire evacuation procedure displayed in various locations around the school.

Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

A) They have a current clear enhanced DBS check and a copy of this has been registered with the school
A current Barred List Check has been undertaken by the school or Islington's schools HR (who are authorised to make these checks on the schools behalf.

Visitors on the approved list **MUST** follow the same procedure on entry to the premises (i.e. come to reception and sign the visitor's book). A file containing approved visitors is kept and updated whenever necessary.

Visitors Departure from School

On departing the school, visitors MUST leave via reception and:

- ✓ Enter their departure time in the Visitors record book alongside their arrival entry
- ✓ Return the visitor badge to reception
- ✓ A member of staff should escort / ensure the visitor has left the building (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown / Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to reception to sign the visitor's book and be issued with a visitor badge. The procedure under "visitors to the school" above will then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and Headteacher, Assistant Head or Senior Leader be informed promptly.

The Headteacher, Assistant Head or Senior Leader will consider the situation and decide if it is necessary to inform the police and Local Authority.

If an unknown / uninvited 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.