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TIME

Visitors Policy

Approved by: Jillian Fairclough

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Last reviewed on: September 2025

Next review due by: September 2027

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1. Aims

The visitor policy is for the safety of our pupils and staff, and we ask for co-operation from staff, pupils, parents and visitors.

2. Registration

We welcome all parents and visitors to the school. Visitors include parents, volunteers and governors.

All visitors must:

- > Report to the office entrance and sign in (staff to sign in separately in staff book for fire register purposes)
- > Wear a visitor's badge

Any visitors on site who are not recognised, or who are not appropriately badged, should be politely approached and accompanied to the reception desk for registration.

TIME Schools reserve the right to refuse entry or terminate a visit at any time.

3. Types of Visitors

Visitors can be classified according to their degree of access to children

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have an enhanced DBS clearance. If the clearance is not held by us we will require confirmation that appropriate clearance has been obtained and the visitor will wear a badge issued by the organisation holding their DBS clearance.

People working with things - builders, gardeners and people working on computers or other equipment

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a visitor badge.

They are to be supervised whilst children are on the premises. The amount of supervision required is dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, we will consider improving accessibility. This policy does not apply to audiences at performances in the school hall and similar events.

A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left in the staff room next to the secretary's office

PREVENT - All external school speakers must sign a declaration on arrival and prior to contact with children, to ensure that they do not promote radicalism in any way, in accordance with our PREVENT policy and Keeping Children Safe in Education Policy. Secretaries in the school to keep a list of external school speakers and their signed declaration forms.

4. Review

This policy will be reviewed every 2 years by the headteacher, Jillian Fairclough. At every review, the policy will be shared with the full governing board.