



HOLTON SLEAFORD

— INDEPENDENT SCHOOL —

School Visitors Policy

Overview

This policy should be read with the following policies and guidance;

- Holton Sleaford Independent School's Safeguarding and Child Protection Policy
- PREVENT Strategy - HM Government
- Keeping Children Safe in Education - DFE September 2025.

At Holton Sleaford Independent School, we believe that visitors make an important contribution to the life and work of the school in an array of ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines. To ensure this, we have the following objectives in place:

Objectives

- To safeguard all children whether it be during school time or extra-curricular activities, which are arranged by the school. We aim to ensure all students at Holton Sleaford Independent School can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.
- To establish a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, proprietors, visitors and parents and conform to child protection guidelines.

The school takes full responsibility for the safety of its students on the school site, during normal hours, during after school activities and on school organised (and supervised) off-site activities.

This policy applies to:

- All teaching and non-teaching staff employed by the school

- All external visitors entering the school site during the school day or after school activities
- All proprietors of the school
- All parents/guardians
- All pupils
- Educational personnel (Local Authority Staff, Inspectors)
- Building and Maintenance Contractors
- All invited visitors

Permission should be granted by the Senior Leadership Team before any visitor is asked to come into school.

Visiting Protocol

1. All visitors must enter via the main door. Upon arrival, they must ring the doorbell and they will be met by a member of staff. If no staff is aware of their arrival, the phone number is provided on the wall.
2. In the Visitor's book, all visitors must state the purpose of their visit and who has invited them.
3. Upon request, all visitors must present formal identification and any necessary certifications, and they will be issued with a visitor's badge.
4. A member of staff will then show the visitor where the toilet facilities are and informed to keep their mobile phones stored away unless permission is granted in a safe space.
5. The visitor 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.
6. At no point should a visitor be left on their own with children (if the visitor is meeting a member a staff), unless they are offering a service, such as counselling, a social worker, etc.
7. On departing the school, visitors should leave via the foyer, sign out of the visitor's book, and return their visitors' badge.

Vetting External Agencies and Speakers

- 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, Holton Sleaford Independent 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 Holton Sleaford Independent 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 pupils 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.

Unknown/uninvited Visitors Protocol

- Any visitor to the school site who is not wearing a visitors' badge should be challenged politely to enquire who they are and their business on the school site.
- They should then be escorted to the school office to sign in using the visitors' book and be issued with a visitors' badge.
- If the visitor refuses to comply, they should be asked to leave the site immediately and the Senior Leadership Team should be immediately informed.
- The Senior Leadership Team will consider the situation and decide, if necessary, to inform the police.
- 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 site, police assistance will be called for.

Staff Induction

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.

<u>Written by...</u>	<u>Mike Whatton</u>	<u>18/11/25</u>
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<u>Date sent to Governors</u>		<u>Due for Review</u>
<u>Date approved by Governors</u>		<u>18/11/26</u>