Bramber Primary School

Visitors in School Policy

Approved by: Governing Body	**Date:** July 2026
Last reviewed on:	
Next review due by:	**July 2029**

1. Introduction

Bramber Primary School welcomes visitors: governors, volunteers, contractors and external speakers who contribute positively to the life and work of the school. Such visitors can enhance pupils' learning and provide valuable experiences.

The school has a duty to safeguard and promote the welfare of all children. Safeguarding is everyone's responsibility and the welfare of the child is paramount. All visitors are expected to share this commitment and comply with the school's safeguarding arrangements. This policy establishes procedures for managing visitors in a way that safeguards pupils, staff and the wider school community.

2. Purpose

This policy aims to:

- Ensure the safety and security of pupils, staff and visitors.
- Maintain effective safeguarding arrangements.
- Provide a clear process for admitting visitors to the school site.
- Ensure compliance with safeguarding legislation and guidance.
- Establish procedures for the monitoring and supervision of visitors.

3. Scope

This policy applies to:

- Teaching and support staff.
- Governors.
- Volunteers.
- Parents and carers.
- External speakers.
- Sports coaches.
- Peripatetic staff.
- Health professionals.
- Agency staff.
- Contractors and maintenance personnel.
- Visitors attending assemblies, workshops or special events.
- Online and virtual visitors.

4. Related Policies and Guidance

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE).
- Working Together to Safeguard Children.
- Bramber’s Child Protection and Safeguarding Policy.
- Staff Code of Conduct.
- Whistleblowing Policy.
- Online Safety Policy.
- Health and Safety Policy.
- Prevent Duty Risk Assessment

5. Safeguarding Statement

Bramber Primary School is committed to safeguarding and promoting the welfare of children and expects all visitors, volunteers and external agencies to share this commitment.

Any person who has concerns about the welfare or safety of a child must report those concerns immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

Visitors must never investigate concerns themselves.

6. Designated Safeguarding Lead Information

The school will ensure visitors are informed of:

- The name and location of the Designated Safeguarding Lead (DSL).
- The names of Deputy DSLs.
- How to report a safeguarding concern.
- Emergency procedures.

A visitor safeguarding leaflet will be available at Reception.

7. General Visitor Procedures

All visitors must:

1. Enter the school via the main reception.
2. State the purpose of their visit.
3. Provide photographic identification when requested.
4. Sign in using the school visitor management system.
5. Wear a visitor badge/lanyard at all times. This will be green if the visitor has a valid DBS and red if not. A visitor with a red lanyard must never be on their own on the school site.
6. Read and comply with safeguarding information provided.
7. Follow school staff instructions at all times.
8. Sign out when leaving the site.
9. Return visitor identification and lanyards before departure.

Visitors must not access other areas of the school unless authorised.

8. Supervision of Visitors

The member of staff arranging the visit is responsible for ensuring appropriate supervision arrangements are in place.

Visitors who have not undergone appropriate safeguarding and vetting checks must:

- Wear a red lanyard.
- Remain under supervision at all times.
- Not have unsupervised access to pupils.

Possession of a DBS certificate does not automatically permit unsupervised access to pupils. Appropriate risk assessments and professional judgement will be applied.

9. Visitors Working with Pupils

Visitors delivering educational activities, assemblies or interventions may include:

- Health professionals.
- Educational consultants.
- Sports coaches.

- Authors.
- Performing artists.
- Religious representatives.
- Specialist teachers.

Before any session takes place:

- The educational purpose must be approved by the Headteacher.
- Appropriate safeguarding arrangements must be confirmed.
- Risk assessments must be completed where necessary.
- Supervision arrangements must be specified.

School staff remain responsible for pupils throughout all sessions.

10. External Speakers and Prevent Duty

The school actively welcomes visitors who enrich the curriculum and broaden pupils' experiences.

Before inviting a speaker, staff must consider:

- The educational value of the visit.
- The suitability of the speaker.
- Safeguarding implications.
- Reputational risks.
- Compliance with the Prevent Duty.

The school will not permit speakers to:

- Promote extremist views.
- Encourage discrimination.
- Promote illegal activity.
- Undermine fundamental British values.
- Present material unsuitable for children.

All speakers must be appropriately supervised by school staff throughout their visit.

The Headteacher reserves the right to cancel any visit if safeguarding concerns arise.

11. Online Visitors and Virtual Speakers

Where visitors engage with pupils virtually:

- Sessions must be approved by the Headteacher.
- School-approved platforms must be used.
- Staff must supervise the session throughout.
- No one-to-one virtual sessions shall take place without prior approval and appropriate safeguards.
- Recordings must only occur in line with school procedures.
- Visitors must comply with safeguarding and online safety requirements.

12. Photography, Video and Mobile Phones

Visitors must not:

- Photograph pupils.
- Film pupils.
- Record audio involving pupils.

Specific permission must be granted by the Headteacher and appropriate consent arrangements are in place.

Visitors should keep personal mobile phone use to a minimum whilst on site.

Any authorised images or recordings must be stored and used in accordance with data protection requirements.

13. Contractors

Contractors must:

- Sign in and out.
- Wear identification.
- Follow health and safety requirements.
- Comply with site security procedures.
- Avoid unnecessary contact with pupils.

Where contractors regularly work on site or may have contact with children, the school will ensure appropriate safeguarding checks have been completed in accordance with statutory guidance.

14. Volunteers

All volunteers must:

- Attend an induction before commencing duties.
- Receive safeguarding information.
- Understand confidentiality expectations.
- Sign in and out of Reception.
- Wear a school-issued identification badge.
- All volunteer helpers MUST work under the close supervision of teaching or teaching assistant staff and require a DBS check.

The school will determine appropriate vetting requirements and supervision arrangements based on the nature of the role and applicable safeguarding guidance.

Any concerns about volunteers must be reported immediately to the Headteacher or DSL.

15. Governors

Governors must:

- Follow school safeguarding procedures.
- Sign in and out when visiting.
- Wear identification.
- Complete safeguarding training as required.
- Undertake appropriate safeguarding checks in accordance with statutory guidance.

New governors will receive information about this policy as part of their induction.

16. Uninvited or Unknown Visitors

All staff are responsible for challenging unknown adults not displaying visitor identification.

Where appropriate:

1. The individual should be politely asked their reason for being on site.
2. They should be escorted to Reception.
3. Visitor procedures should then be followed.

If an individual refuses to comply:

- The Headteacher or Senior Leader should be informed immediately.
- The individual will be asked to leave the premises.
- Police assistance may be sought where necessary.

Any behaviour causing concern, distress or risk to pupils or staff may result in immediate removal from site.

17. Reporting Safeguarding Concerns

Any visitor, volunteer or contractor who:

- Witnesses concerning behaviour.
- Receives a disclosure from a child.
- Has concerns regarding a child's welfare.

must immediately report the matter to the DSL or Deputy DSL.

Visitors should:

- Listen carefully.
- Avoid asking leading questions.
- Reassure the child appropriately.
- Never promise confidentiality.
- Report concerns immediately.

Concerns about the conduct of adults working with children should be reported in accordance with the school's safeguarding and allegations procedures.

18. Emergency Procedures

All visitors will be informed of:

- Fire evacuation procedures.
- Assembly points.
- First aid arrangements.
- Lockdown procedures.
- Emergency contacts.

During an emergency, visitors must follow instructions provided by school staff.

19. Visitor Risk Assessment

Before any visitor is invited to the school, the Headteacher should be informed using the Visitor Risk Assessment Form (Appendix 1), with a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit.

Permission must be granted by the Headteacher before a visitor is asked to come into school. The Headteacher will advise of the level of supervision and pre-visit checks required.

20. Monitoring and Review

The Headteacher and Governing Body will review this policy every two years or sooner if changes to safeguarding legislation or statutory guidance require amendment.

Appendix 1

Bramber Primary

Risk Assessment for Visitors to School

Please complete at least one week prior to the visit and give to the SBM.

Name of visitor	
Class or person they will be visiting	
Member of staff arranging visit	
Date and time of visit	
Will the visitor have unsupervised access to pupils? If so, please give details of how safeguarding will be ensured	
If the visitor will NOT have unsupervised access to pupils, please give details of how they will be supervised / accompanied during the visit.	

Headteachers Assessment

Requirements	**Tick if required**	**Date completed**
DBS Check		
Photo ID		
Address ID		
Evidence of qualification		
Website check for membership of appropriate company or organisation		
Level of supervision required		
Headteacher's comments relating to this visit		