Hallbrook Primary School

Visitor Policy

Approved/reviewed by	
Hallbrook Local Governing Committee 13th October 2026	
Date of next review	October 2029
Publication:	Website- Optional

This policy is reviewed 3 yearly to ensure compliance with current regulations.

This policy is to be read in conjunction with the following policies:

- Equality Act 2010
- SEND Code of Practice
- Department for Education's guidance on health and safety on educational visits, and
- Hallbrook Primary School Educational Visits Policy
- KCSIE 2026
- Hallbrook Primary School Safeguarding and Child Protection Policy
- Hallbrook Primary School Staff Code of Conduct
- Information taken from National Guidance | https://oeapng.info/about-national-guidance/#1630503498392-52d9bfab-9367

1. Introduction

At Hallbrook Primary School, our vision is to "Champion every child and inspire them to thrive". We are committed to providing a safe, welcoming, inclusive and nurturing environment. We have four shared values which are at the heart of what we do.

- **I am free to be me and for you to be you.**
- **I do the right thing not the easy thing.**
- **I do all I can the best I can.**
- **I ask more to know more.**

Visitors make an important contribution to our school community by enhancing pupils' learning experiences, supporting school improvement and strengthening partnerships. This policy sets out the procedures and expectations for all visitors to ensure that our school remains a safe, secure and welcoming environment for everyone. This policy applies to both activities on and off site.

Safeguarding and promoting the welfare of children is everyone's responsibility. All visitors are expected to share our commitment to keeping children safe and to act in accordance with this policy at all times.

2. Purpose

The purpose of this policy is to:

- Safeguard all pupils, staff and visitors.
- Ensure effective security arrangements are in place.
- Provide clear procedures for visitors entering and leaving Hallbrook Primary School site.
- Promote a welcoming and professional environment.
- Ensure compliance with safeguarding, health and safety, and data protection requirements.

3. Scope

This policy applies to all visitors, including:

- Parents and carers
- Governors and trustees

- Volunteers
- Contractors
- Agency staff
- Supply teachers
- Students on placement
- External professionals
- Visiting speakers
- Educational providers
- Individuals attending school events

4. Safeguarding Statement

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

Any visitor who has concerns about the safety or welfare of a child must report them immediately to:

- The Designated Safeguarding Lead (Tim Barrow)
- A Deputy Designated Safeguarding Lead (Ros Dawson and Hannah Harris)
- The Headteacher (Tim Barrow)

Visitors must never investigate concerns themselves.

5. Roles and Responsibilities

5.1 Headteacher

The Headteacher is responsible for:

- Implementing this policy.
- Ensuring effective visitor management procedures.
- Ensuring safeguarding requirements are followed.
- Taking action where visitors fail to comply with expectations.

5.2 Staff

All staff are responsible for:

- Challenging unidentified individuals on site.
- Ensuring visitors report to reception.
- Reporting concerns immediately.
- Supporting visitors in following school procedures.

5.3 Visitors

Visitors are responsible for:

- Following school procedures at all times.
- Wearing visitor identification.
- Acting professionally.

- Maintaining confidentiality.
- Adhering to safeguarding requirements.

6. Arriving at School

All visitors must:

1. Enter through the main reception.
2. Report to reception immediately upon arrival.
3. Sign in using Hallbrook Primary School's visitor system.
4. Provide identification when requested.
5. Read safeguarding and emergency information.
6. Always wear a visitor badge.
7. Notify the school of any allergies.

Visitor badges should remain visible throughout the visit.

7. DBS Checks and Supervision

Hallbrook Primary School will determine whether the visitor requires:

- An enhanced DBS check.
- A barred list check.
- Supervision throughout their visit.

Visitors who do not have an appropriate DBS check will not be left unsupervised with pupils.

The Headteacher reserves the right to determine the level of supervision required.

Hallbrook Primary School will determine the appropriate level of safeguarding checks required for visitors based on the nature, frequency and purpose of the visit. Visitors attending school events or meetings will not ordinarily require a DBS check and will be supervised as appropriate. Professional visitors will be required to provide photographic identification, and the school will seek assurance that appropriate safeguarding checks have been completed by their employer. Volunteers and visitors undertaking regulated activity with children will be subject to the appropriate level of DBS and barred list checks in accordance with Keeping Children Safe in Education and relevant legislation.

For visitors who are volunteering 4+ days within a 30-day period within any educational setting, we must treat this a regulated activity. This includes ensuring the visitor has an enhanced DBS check including the Children's Barred List information check.

8. Visitor Conduct Expectations

All visitors are expected to:

- Be courteous and respectful.
- Follow staff instructions.
- Demonstrate behaviour consistent with Hallbrook Primary School's values.

- Respect the diversity of our school community.
- Treat children and adults with dignity and respect and will not engage in any form of harassment, including sexual harassment and to respect the dignity, privacy, personal boundaries, and safety of others at all times
- Promote a positive atmosphere around school.

Visitors must not:

- Use inappropriate language.
- Behave aggressively or threateningly.
- Discriminate against others.
- Disrupt learning.
- Enter unauthorised areas.

9. Confidentiality

During visits, individuals may become aware of information relating to pupils, families or staff.

Visitors must:

- Treat all information as confidential.
- Not discuss information outside school.
- Comply with data protection legislation.
- Follow any instructions provided by school staff.

10. Mobile Phones, Photography and Recording

Visitors must not take photographs, videos or audio recordings unless authorised by the Headteacher or a delegated member of staff.

Mobile phones should not be used in school. Visitors should return to the reception if they want to make any phone calls or use their mobile phones. Mobile phones must be switched off whilst in the classroom.

To safeguard children, the possession of personal mobile phones is prohibited in all EYFS rooms and outdoor learning areas. Personal devices must be stored securely during school operation hours.

11. Working with Pupils

Visitors delivering activities or working directly with pupils must:

- Be appropriately supervised where required.
- Follow safeguarding guidance.
- Maintain professional boundaries.
- Use language and behaviour appropriate to a school setting.
- Work within the purpose agreed with Hallbrook Primary School.

12. Health and Safety

All visitors must:

- Follow health and safety instructions.
- Familiarise themselves with emergency evacuation procedures.
- Report hazards to a member of staff.
- Follow directions during an emergency.

Smoking, vaping, and the use of alcohol or drugs are strictly prohibited anywhere on school grounds.

Visitors are not permitted to bring animals onto the site without prior approval or if they are recognised service animals.

13. Contractors

Contractors working on site must:

- Sign in and out.
- Wear identification.
- Follow safeguarding requirements.
- Comply with site health and safety procedures.
- Work only in agreed areas.

Contractors must not engage in unsupervised contact with pupils unless appropriate checks have been completed.

14. Visiting Speakers and External Providers

Hallbrook Primary School welcomes visitors who can enrich pupils' learning experiences.

Prior to any visit, Hallbrook Primary School will:

- Consider the suitability of the visitor.
- Ensure content is age-appropriate.
- Ensure information is balanced and aligned with educational aims.
- Assess any safeguarding risks.

Visiting speakers will be appropriately supervised throughout their visit.

15. Unacceptable Behaviour

Hallbrook Primary School will not tolerate behaviour that:

- Places children at risk.
- Causes alarm or distress.
- Is abusive, threatening or discriminatory.
- Disrupts learning.
- Compromises the safety or wellbeing of others.

Where concerns arise, Hallbrook Primary School may:

- Terminate the visit.

- Request the visitor leaves the site.
- Contact the police if necessary.
- Restrict future access to Hallbrook Primary School.

16. Leaving Hallbrook Primary School Site

Before leaving, visitors must:

- Return to reception.
- Sign out using the visitor system.
- Return visitor badges.
- Report any safeguarding or safety concerns that arose during the visit.

17. **Off-Site Visits and Educational Visits**

Hallbrook Primary School recognises that off-site visits, educational visits and residential experiences are an important part of the curriculum and provide valuable opportunities for learning and personal development. The safety and welfare of all pupils, staff, volunteers and visitors remains paramount at all times.

Visitors attending an off-site visit, including parent volunteers, governors, trustees, students and external visitors, must:

- Be appropriately briefed by the visit leader prior to the visit.
- Follow all instructions given by the visit leader and school staff at all times.
- Adhere to Hallbrook Primary School's safeguarding, behaviour, health and safety, confidentiality and GDPR expectations.
- Wear any identification provided by Hallbrook Primary School where appropriate.
- Remain within agreed supervision arrangements and not take responsibility for pupils unless specifically authorised by the visit leader.
- Refrain from photographing or recording pupils unless expressly authorised by Hallbrook Primary School and in accordance with parental consent and school policies.
- Immediately report any safeguarding, health and safety or behavioural concerns to the visit leader.

All visitors participating in a school trip or off-site activity remain under the direction of the visit leader and must comply with the risk assessment and emergency procedures established for the visit. The visit leader reserves the right to withdraw a visitor from participation if their conduct is deemed unsafe, inappropriate or contrary to school policies.

Where visitors are providing specialist activities or services during an educational visit, appropriate checks, qualifications, insurance and risk assessments will be sought in line with statutory safeguarding guidance and Hallbrook Primary School's procedures.

Hallbrook Primary School reserves the right to refuse participation in off-site visits to any visitor who has not completed the required checks, briefings or documentation, or where participation may compromise the safety, welfare or effective supervision of pupils.

Volunteer Parents

If a volunteer is the parent of a young person taking part in a visit, there is the potential for them to be distracted by the needs of their own child, rather than looking to the needs of the whole group. This could compromise group management, particularly if there is a serious incident. The potential to be distracted can be avoided if a parent is not allocated a role with direct responsibility for their own child. Where possible, the school should seek to use other volunteers who are not parents. Information taken from National Guidance | https://oeapng.info/about-national-guidance/#1630503498392-52d9bfab-9367

Headcounts

Regular headcounts of pupils and staff should take place throughout all off-site activities. The frequency should be increased at certain points such as crowded public areas, getting on and off transport, and when arriving at or leaving a location or near a significant hazard (such as water). A headcount or rollcall should always be part of any initial response to an incident or emergency. It is easier to monitor and count smaller groups and clusters.

It is good practice to:

• Check numbers whenever:

- starting and finishing an activity;
- arriving at or leaving a location;
- dividing a group into sub-groups, or otherwise rearranging groups;
- getting on and off transport;
- near a significant hazard (such as water);
- crossing a road;
- there is a situation (such as a crowded public area) or incident which might distract an individual or split the group;
- the group is widely spread.

Carry a list/register of all participants and staff involved in the visit at all times;

• Avoid identification that could put young people at risk (e.g., name badges);

• Ensure that everyone is aware of rendezvous points;

• Ensure that everyone knows what to do if they become separated from the group

18. Monitoring and Review

This policy will be reviewed annually or sooner if required by changes in legislation, statutory guidance or school procedures.

19. Compliance and Consequences

Failure to comply with this policy may result in the visitor being asked to leave the premises and, where necessary, further action being taken. Hallbrook Primary School reserves the right to refuse entry or revoke visitor privileges at any time to safeguard the welfare of pupils and staff.