



VISITORS POLICY

SHINE Multi Academy Trust

Management log

Document	Visitors Policy
Author	Gemma Barlow
Person responsible for the document	SHINE DSL Group
Date approved	17 th July 2025
Date issued	1 st September 2025
Review period	Biannually
Next review	September 2026

Signed



Chair of the board

Signed



CEO

Related Policies

Child Protection Policy
 Volunteers Policy

All above policies are available through our academies local servers, directly through SHINE or through the Trust website www.shine-mat.com

Contents

Aim.....	3
Objectives.....	3
Where and to whom the policy applies.....	3
External Visitors.....	3
Visitors Invited to the School	3
Unknown/Uninvited Visitors to the School	4
Specific Guidance.....	4
STAFF	4
PUPILS	4
VOLUNTEERS	4
GOVERNORS	4
PROFESSIONALS.....	5
PARENTS / GENERAL	5
PARENT / OTHER COURSES	5
Contractors.....	5
Monitoring and Evaluation.....	6

Aim

To safeguard all the children during school hours whilst following the curriculum and out of school hour activities. The ultimate aim is to ensure all children in SHINE Multi Academy schools 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 and conforms to safeguarding guidelines as set by the DfE.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities and on school-organised (and supervised) off-site activities. The 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 for after school activities (including peripatetic tutors, sports coaches, and topic related visitors, e.g. authors, journalists)
- All governors of the school
- All parents (particularly parent helpers)
- All pupils
- Education / professional personnel
- Building & maintenance contractors

External Visitors

Staff are required to be familiar with the school's Child Protection Policy accessible via the school website, in relation to: preventing unsuitable people from working with children and young persons in the education service.

This policy applies to **all visitors** invited to the school by a member of staff.

Protocol and Procedures

Visitors Invited to the School

When inviting visitors to the school, they should be asked to bring formal identification with them at the time of their visit and be informed of the procedure for visitors as set out below:

- All visitors must report to reception first - do not enter the school via any other entrance
- At reception, all visitors must state the purpose of their visit and who has invited them. Formal identification will be requested for irregular visitors.
- All visitors will be asked to sign in via the schools system
- All visitors will be required to wear an identification badge, the lanyard will be **Yellow** if the visitor is DBS checked and **Grey** if they have not been DBS checked; in this circumstance they will not be left unattended with children in school.
- 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.

On departing the school, visitors should leave via reception and sign out. Visitors must ensure they return their visitors lanyards to the receptionist.

Unknown/Uninvited Visitors to the School

- a) Any visitor to the school site who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site
- b) They will then be escorted to reception to sign in and be issued with an identity badge. The procedures for invited visitors then apply.
- c) In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the headteacher or deputy headteacher should be informed promptly.
- d) The head/deputy head will consider the situation and decide if it is necessary to inform the police.
- e) 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.

Specific Guidance

STAFF

All staff members at SHINE Multi Academy Trust are DBS checked. Staff will be allocated a staff ID badge. They are expected to wear this at all times.

For fire safety purposes, staff must sign out if leaving the building during and at the end of the day.

PUPILS

School will ensure that all students from Higher Education Facilities are DBS checked. They should sign in at reception.

For fire safety purposes, pupils must sign out if leaving the building during and at the end of the day.

VOLUNTEERS

(Please see Volunteer Policy for specific detailed guidance)

All regular volunteers in school (parent helpers, volunteer readers) are DBS checked and recorded on our Single Central Record.

Volunteers in school must sign in and out at reception.

GOVERNORS

Governors are welcome in school. However, if they wish to visit, this should be agreed in advance with the headteacher in order that arrangements can be made.

Governors attending school for agreed monitoring activities should report to main reception.

They will be questioned as to the reason they are attending and asked to sign in.

As all governors are DBS checked, **Yellow** lanyards will be allocated.

It is an expectation that Governors should remain in the areas which reflect the purpose of their agreed visit. Governors not in designated areas will be challenged by staff and escorted back to main reception.

Upon completion of the visit, lanyards should be returned to reception and governors should sign out.

PROFESSIONALS

These could include social workers, school health professionals, counsellors, Surestart professionals, peripatetic music teachers and supply teachers.

These sign in at reception and obtain their specific ID badge (as applicable).

Photo ID is requested for all professionals visiting the school and a lanyard is allocated. Should photo ID not be produced, an appropriate coloured lanyard will be issued at the discretion of the headteacher.

PARENTS / GENERAL

We accept that from time to time, parents will be invited into school (e.g. parents/carers evening). Every attempt will be taken to restrict movement of parents to designated areas related to their purpose for visiting. Because of sheer numbers, lanyards will not be allocated at parents/carers evenings or school performances.

PARENT / OTHER COURSES

Parents or visitors attending school-organised courses should report to main reception.

They will be questioned as to the reason they are attending and asked to sign in.

An appropriate lanyard will be allocated.

They will await in reception to be escorted by the course leader.

All visitors will be asked to remain in the designated area allocated for their training.

Toilets: Should parents on courses require WC, they will be directed to the staff toilets. USE OF CHILDREN'S TOILETS IS NOT PERMISSABLE IN THESE CIRCUMSTANCES.

Failure to comply with these procedures will result in parents being asked to leave site.

Parents who are also Governors are asked to adhere to the procedures agreed when undertaking courses. Governors are not entitled to enhanced access to the whole school if the main purpose of the visit is to undertake training.

Parents not in designated areas should be challenged by staff and escorted back to main reception.

SMOKING IS NOT ALLOWED ON THE ENTIRE SCHOOL SITE. Visitors wishing to smoke should leave by the entrance gate on School Road.

Dissemination

This policy is publicised to all in the school community through:

- Trust and School Websites
- A copy of the policy will be on display in the main reception.

Contractors

Regular contractors who work on site during school hours are DBS checked, are recorded on our SCR and wear a **Yellow** lanyard where this does not contravene H&S / risk assessments.

All other contractors are encouraged wherever possible to attend site out of school hours. If this is not possible, they are supervised at all times.

Monitoring and Evaluation

The suitability of all visitors invited into school to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.