

Visitor Policy

Statement of intent

This policy is designed to outline Brook Primary School's procedures regarding visitors to the premises.

This policy will enable our school to:

• Safeguard and protect the welfare of pupils and staff members
• Prevent unnecessary disruption to lessons and other educational activities
• Protect our grounds and facilities from vandalism and misuse
• Engage with the community and outside educational influences in a structured and productive manner

1: Legal framework

• This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
• Health and Safety at Work Act 1974
• DfE (2024) 'Keeping children safe in education 2024'
• Childcare Act 2006 • Education Act 1996
• Home Office (2023) 'Prevent duty guidance: England and Wales'
• DfE (2022) 'Political impartiality in schools' This policy operates in conjunction with the following school policies:
• Child Protection and Safeguarding Policy
• Health and Safety Policy
• DBS Policy (Dudley MBC)
• Contractors Policy
• Volunteer Policy
• First Aid Policy
• Prevent Duty Policy

2. Authorisation

Individuals who would like to visit the school, should arrange their visit through the school office, on 01384 389888 or by emailing info@brook.dudley.sch.uk

Visitors are required to sign in on arrival though the school's Inventry system which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff.

3. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

Prior to arranging a visit, the Headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:
• The educational value of the visit
• The age appropriateness of what is going to be delivered

• Whether relevant checks will be required
• Whether the visit could bring the school into disrepute
• How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

For visitors attending the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.

As part of our safeguarding procedures, all staff wear clearly identifiable blue lanyards and ID badges, while visitors are issued with a different coloured lanyard and ID badge depending on the purpose of their visit to the school, which must be worn at all times while on the school site and returned when leaving. This ensures that pupils and staff can easily recognise who belongs in school and who is a visitor.

DBS checks will be undertaken in accordance with the DBS Policy.

The Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to appropriately supervise visitors and, where necessary, segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

4. Visiting procedures

All visitors to the school, including parents, will comply with the following procedure:

• Immediately report to the school reception area on arrival
• Provide their details to the school office staff, including: -
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Expected length of visit

• Sign-in using the visitors' book
• Display lanyards / ID badges provided, always while on school property **(see appendix 1)**
• Sign-out using the visitors' book upon departure
• Return Lanyards / ID badges to the school office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, eg a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

5. Exceptions

Visits to the school by contractors are governed by our Contractors Policy.

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (eg the sports field, school hall).

6. Unidentified individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the Headteacher or member of SLT will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

7. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to ban from the school site or request a banning order from the LA for the individual in question.

8. Monitoring and review

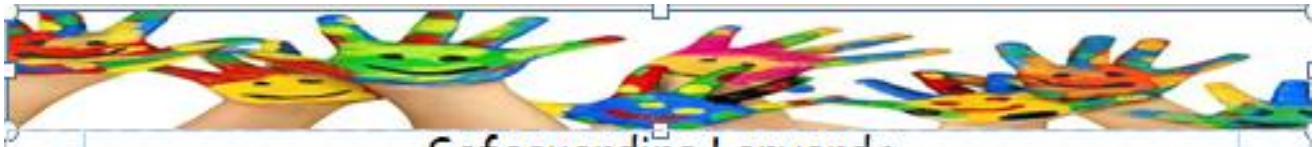
This policy will be monitored and reviewed on an annual basis by the Headteacher.

Amendments to the policy will be communicated to all relevant stakeholders.

Developed: May 2026

Reviewed:

Appendix 1:



Safeguarding Lanyards

The safeguarding of our pupils is everyone's responsibility.

The Safeguarding Lanyard System is a safeguarding measure that helps us all to keep everyone safe in school.

Around school, you will see **ALL** adults wearing lanyards. You will see:



BLUE

ALL BROOK STAFF will be wearing a blue lanyard and badge



VISITORS

ALL VISITORS will be wearing a grey lanyard and badge



PURPLE

ALL VOLUNTEERS will be wearing a purple lanyard and badge



RED

GOVERNORS will be wearing a red lanyard and badge



YELLOW

CONTRACTORS will be wearing a yellow lanyard and badge



GREEN

VISITORS WHO NEED TO BE WITH A MEMBER OF BROOK STAFF AND SHOULD NEVER LEFT ALONE IN SCHOOL will be wearing a green lanyard and badge

If you see any adult in school without a lanyard—CHALLENGE AND ASK, THEN FIND A MEMBER OF STAFF FROM BROOK TO HELP YOU AND ASK THEM TO GO TO THE SCHOOL OFFICE.

If you see **ANY ADULT WEARING A GREEN LANYARD AND THEY ARE ON THEIR OWN—CHALLENGE AND ASK, THEN FIND A MEMBER OF BROOK TO HELP YOU.**