



St Wystan's  
A REPTON SCHOOL

## ST WYSTAN'S SCHOOL

### VISITOR POLICY

This policy includes the Early Years Foundation Stage (EYFS)

*Policy reviewed: February 2023*

*Policy to be reviewed: February 2026*

### Policy Statement

St Wystan's welcomes parents and other guests to visit the School and recognises the important contribution and potential benefits which can result from interactions with visitors.

The School is committed to safeguarding the welfare of students and staff members and protecting facilities and equipment from misuse and vandalism. It is the intention of the School that every visitor is treated with courtesy and respect, and made to feel welcome whilst on the premises. Visitors may be required to show photographic identity if necessary; if they are not known by the relevant member of staff, their identity should be checked on arrival by sight of an original photographic ID document. No copies of the document will be retained.

The control of visitors is a fundamental part of the School's safeguarding of students, staff and property. This policy covers the procedures followed for visitors to the School during normal school hours.

Pupils are not allowed access to School premises outside normal school hours unless they are waiting to take part/taking part in a school activity in which case they will be supervised by a member of staff.

### Visitor Information

These points apply to all visitors to the School and is given in the information booklet when signing in.

1. You must wear this visitor badge in order that it can be seen at all times during your visit.
2. You must be accompanied by a staff member throughout your visit (unless you are Safeguarding approved and compliance checked).
3. You must return the visitors' badge to reception on leaving the school and sign out.
4. If you notice any unsafe or inappropriate behaviour or health and safety issues you must report it to one of the Safeguarding Personnel (as identified on the information given when signing in).
5. You must take reasonable care of you own health and safety and that of others at the School.
6. You may only use staff toilets in School. You may not use the toilets designated for children (marked: Pupils).
7. You must not reveal to anybody outside school, personal information you may learn in the course of your work or visit.



8. Should there be a fire evacuation, a member of staff will accompany you out of the building and to the visitor assembly point.
9. The School operates a no smoking policy (including e-cigarettes).

## School's register of Safeguarding Approved Personnel

The School holds a Central Register of all personnel who have had the appropriate safeguarding checks (including staff, Governors, volunteers, regular contractors etc), maintained by the Operations Manager. The School also holds a register of Health and Safety approved contractors, also maintained by the Operations Manager. The names of all approved personnel (in addition to current members of staff) are held on this Central Register. Individuals on this list will be allowed unsupervised access to the school.

## Visitor Procedures

Visitors to St Wystan's School may be asked to bring formal photographic identification with them at the time of their visit (unless they are named on the Central Register or are a visiting pupil). All visitors must follow the procedure below:

- Once on site, all visitors must report to reception first (separate procedures apply for Sports fixtures – see below, and for parents attending School events).
- At reception in the school office, all visitors must state the purpose of their visit and who has invited them. They should be ready to show photographic identification to the contact member of staff on request.
- Visitors are given a pamphlet that covers all relevant aspects of Safeguarding and are asked to take some time to read it through and to ask any questions.

All visitors will be asked to sign in, using the badges which are kept at reception in the school office at all times making note of their name, organisation, who they are visiting, and their time of arrival.

- The following will be displayed in Reception for the visitor's attention:
  - o Safeguarding Personnel poster
  - o Visitors badge includes fire, health and safety, security information
  - o Emergency evacuation procedures
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- The contact member of staff will be asked to come to reception to receive the visitor. They will then be escorted to their point of contact. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Central Register.

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High Street Repton Derby DE65 6GE  
head@stwystans.org.uk | 01283 703258 | www.stwystans.org.uk



## Visitors' Departure from School

On departing the School, visitors (other than parents attending assemblies) **MUST** leave via the school office and:

- Enter their departure time in the Visitors' Book alongside their arrival entry.
- Return the identification badge to the school office.
- A member of staff should escort the visitor to the school office.

## Parents attending School events

Generally, parents attending the School are treated in the same way as any other visitor and are subject to the terms of this policy. Parents are issued with lanyards when visiting during the school day (including meetings with staff, volunteering for school events). However, the School recognises that it is not practical or desirable for parents to have to follow the strict registration arrangements and for them to be accompanied at all times when attending ad hoc events such as sports fixtures, and school assemblies. Parents will, however, be expected to adhere to the visitor information given in the leaflet. An annual reminder of visiting procedures will be sent to parents.

## Parents collecting children during the school day

Due to the very short nature of the visit, parents arriving to collect their child during the school day do not need to be signed in, but they must wait in the school office whilst their child is brought to them.

## Visiting Pupils

Pupils from other schools may visit St Wystan's from time to time, e.g. for sports fixtures, competitions, etc. If visiting pupils are accompanied by a member of staff from that school, that member of staff is responsible for the behaviour of those pupils. If pupils visit the school without accompaniment, parents must complete a medical form and emergency contact form and the pupil is in the care of school staff. The pupil should sign in at the school office to ensure they are included in emergency evacuation arrangements.

## Volunteers in School

A risk assessment should be completed for all volunteers in school. This will give an overview of any background checks and supervision required. The risk assessment must be signed off by the Headteacher or the Operations Manager.

## Speakers in School

The Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) requires The School to have a clear protocol for ensuring that any visiting speakers, are suitable and appropriately supervised. The



Prevent Duty requires the School to have regard to the need to prevent people, including children, from being radicalised or drawn into terrorism.

All visiting speakers will be subject to the School's usual visitors' protocol set out in this document. A risk assessment should also be completed. This will give an overview of any background checks and supervision required, along with an outline of content to be delivered to pupils. The risk assessment must be signed off by the Headteacher.

Any member of staff inviting in a visiting speaker, or overseeing a group of pupils who would like to invite in a visiting speaker, must as a minimum carry out an internet search on the proposed speaker. Pupils may not invite visiting speakers – this must be done through a member of staff. If the internet search reveals information that indicates the speaker presents a risk of radicalisation then the matter must be referred to the School's Prevent/DSL and the Head. The Head will ultimately decide if it is appropriate to invite the speaker to attend the School. If, despite the online searches, a visiting speaker starts to discuss inappropriate topics, for example issues covered by the Prevent duty, the supervising teacher will immediately bring the session to an end and report the incident to one of the Deputy Head or Headteacher.

If a visiting speaker is carrying out other duties for the School, on a paid or unpaid basis, then they may be in "regulated activity" and may be categorised as either staff or a volunteer. If that is the case, then formal vetting checks will be necessary in accordance with the usual practices for staff and/or volunteers; HR Compliance must be informed and they will be recorded on the School's single central register (SCR).

## Tours of the School

Tours of the School take place at various times during the year, and in particular Open Mornings. Tours will take a prescribed route and will visit busy areas of the site. Tours will not go into changing rooms or toilets and the guide will accompany guests at all times.

## Occasional / Temporary Contractors (not on the Central Register)

Any external contractor coming onto the premises to carry out maintenance or other such activity, during school hours/when pupils are present, is to be notified in advance to the school, to be greeted at the gate and taken to the reception desk to sign in on arrival with identification, and will be issued with a visitor's badge. They are to be supervised at all times until they have left the school site.

## Sports fixtures

Visiting schools (pupils and staff), St Wistan's parents and visiting parents attending sports fixtures:

- Parents will be directed to the match venue. After the match, parents will be directed to the Hall or playground area.



## Assemblies/Music Recitals

Parents are invited to attend class assemblies – they are not asked to sign in but to proceed straight to the Hall. After assembly finishes, parents are asked to leave the site as soon as possible via the hall and playground.

## Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a St Wystan’s lanyard should be challenged politely to enquire who they are and their business on the school site. Staff should not put themselves at risk. They should then be escorted to the school office to sign in and be issued with an identity badge. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of SLT informed. The SLT member will consider the situation and decide if it is 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 grounds, police assistance will be called for. The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the School site is abused, threatened or assaulted, or placed in fear for their own safety.

## Safety mechanisms

In order to ensure the safety of the children, the entrance to the School must remain locked at all times. The back gate should also be locked using the padlock during the school day. All external visitors to the School must sign in with the relevant details asked for. Staff must sign in on the staff sheet. All staff wear their ID badges.

Staff members should not open the front gate or door to visitors unless they are able to take them to the school office where the Operations Manager will arrange for them to sign in. No visitors should ever go straight to a classroom without seeing a member of staff first.

Under no circumstances, should a pupil open the front gate.

## Training

New staff members will be given clear instructions to ensure these procedures are followed at all times.

Reviewed by	Headteacher		
Reviewed	February 2023		
Date of next review	February 2026		
Governing body approval	Yes/No	Signed/Dated	
Website / App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No