



Visitors and Volunteers in School Policy

This policy includes the Early Years Foundation Stage (EYFS)

Policy reviewed: 18th Aug 2025

Policy to be reviewed: 17th August 2027

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 identification 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.

School's register of Safeguarding Approved Personnel

The School holds a Single Central Register (SCR) 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 approved contractors and visiting professionals, also maintained by the Operations Manager. The names of all approved personnel (in addition to current members of staff) are held on this SCR. 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). All visitors must follow the procedure below:

- Once on site, all visitors must initially report to the School Office (separate procedures apply for Sports fixtures and for parents attending School events - see below);
- Once in the school office, all visitors will be asked to state the purpose of their visit and to name the member of staff who has invited them. They should be ready to show photographic identification to the member of staff greeting them on request.
- Visitors are given a leaflet 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 'sign in book' making note of their name, organisation, who they are visiting, and their time of arrival.

- An identification lanyard will be allocated to the visitor. The lanyard colour will be dependant on the level of supervision required.
- Visitors must take reasonable care of their own health and safety, and that of others, at the School.
- Visitors must not reveal to anybody sensitive information they may learn during their visit.
- The School operates a no smoking policy (including e-cigarettes).
- The use of mobile technology is not permitted around School.

Visitor Lanyards

All visitors in School will be given a lanyard to be worn for the duration of their visit. Lanyards are colour coded as follows:

Red – the visitor is not DBS checked and must be supervised at all times by a member of staff.

Purple – the visitor is DBS checked and does not require supervision by a member of staff.

(Blue lanyards are worn at all times by St Wystan's School staff.)

Professional Visitors in school

There may be times when a professional is required to visit the school, for example, a psychologist, nurse, dentist and other public sector staff. Such people working at the school but employed by third parties should have had background checks performed by their employing organisation. It is not necessary for the school to see their DBS check. However, the school should obtain written confirmation that all appropriate checks have been performed. Their identity should be checked upon arrival.

Student teachers should be background checked by the university; the school is not required to complete their own checks, except for identity. The school should obtain written confirmation that pre-appointment checks are complete, and that the student had been judged as suitable to work with children by the provider.

Derbyshire guidance on 'Access to Schools by Staff From Other Agencies' can be accessed here:

[Briefing Note Professional Visitors to Schools](#)

Visitors' Departure from School

When departing from School, a member of staff should:

- escort the visitor to the school office;
- enter their departure time in the 'sign-in book';
- collect their identification lanyard;
- escort the visitor to the main gate and ensure they leave the premises.

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 etc). However, the School recognises that it is not practical for parents 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, supervised, 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.

Should a pupil visit the school without adult accompaniment, for example to attend a taster day, parents must complete a medical form and emergency contact form, and the pupil will be in the care of St Wystan's 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 DSL or DDSL. 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 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 followed, and relevant details will be recorded on the 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 rooms whilst pupils are changing or into toilets and a member of staff 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 School Office to sign in on arrival. Identification will be checked and they will be issued with the appropriate visitor's lanyard and supervised as appropriate throughout their visit.

Sports fixtures

Sports fixtures at SWS, Repton Sports Centre and external venues:

- Parents will be directed to the fixture venue;
- Pupils will be supervised by members of staff from their own school who will also oversee dismissal of pupils at the end of the fixture;
- Where a pupil needs to return to School to be collected by a parent or carer, a member of staff will escort them.

Assemblies/Music Events

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 front gate. Where an assembly is close to the end of the day, parents will be escorted to the playground to wait there.

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. The visitor should then be escorted to the School Office to sign in and be issued with a lanyard. If 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.

Should a visitor wearing a red lanyard be found to be unaccompanied, they should be escorted to the School Office where appropriate supervision will be arranged.

Safety mechanisms

In order to ensure the safety of the children, the entrances to the School must remain locked at all times. The back gate will be unlocked at the start and end of the School day to allow parents and carers to access the playground. Staff must be vigilant of unknown adults in the playground and report immediately to the SLT who will investigate the matter. If an unknown adult wishes to collect a pupil, the pupil's parent/carers must be called to check the arrangement and ID checked.

All staff must sign in and out of the building on the staff sign in sheet, lanyards must be worn at all times and must be visible.

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 - correct procedures must be followed.

Under no circumstances, should a pupil open the front gate. This is revisited with pupils regularly.

Training

This policy forms part of the new staff induction programme and the information within is revisited with all staff regularly.

Reviewed by			
Kara Lebihan Reviewed	18 th August 2025		
Date of next review	17 th August 2027		
Governing body approval	Yes/ No	Signed/Dated	
Website / App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No