



## Grampond with Creed Visitor Policy

<b>Approved by:</b>	Headteacher	<b>Date:</b> 24/04/2024
<b>Last reviewed:</b>	24/11/2025	
<b>Next review due by:</b>	24/11/2026	

## **1. General Expectations for All Visitors**

- All visitors must report to Reception, sign in, show ID, and wear a visitor badge at all times.
  - Visitors must remain in agreed areas and be accompanied unless permission has been granted otherwise.
  - Visitors must follow the school's safeguarding, health and safety, Prevent Duty and data protection procedures.
  - Professional behaviour is expected at all times, including appropriate language, conduct and dress.
  - Mobile phones may not be used on site and no photographs may be taken without permission from the Headteacher
  - Only staff/adult toilets may be used.
  - Smoking, alcohol and drugs are prohibited on site.
  - Visitors must sign out and return badges before leaving.
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## **2. Safeguarding**

- Visitors must act in accordance with the Safeguarding and Child Protection Policy.
  - Safeguarding concerns must be reported immediately to a Designated Safeguarding Lead.
  - Visitors must work in an open and transparent way, avoiding any situation where they might be alone with a child unless authorised and DBS-checked.
  - Physical contact with pupils should be avoided except to prevent harm.
  - Visitors must not exchange personal contact details with pupils or communicate with them online.
  - Incidents, near misses or concerns about staff conduct must be reported to the Headteacher
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## **3. Visitors Meeting Staff**

Staff arranging a visit must:

- Inform Reception in advance.
- Brief the visitor on parking, signing in, safeguarding, and conduct expectations.
- Ensure visitors are supervised at all times.
- Check any resources being used for suitability and alignment with safeguarding, British Values and school ethos.
- Accompany the visitor to Reception at the end of the visit.
- Ensure visitors know fire evacuation procedures and accompany

them to the assembly point if needed.

- Arrange IT/wi-fi access only in accordance with the Acceptable Use Policy.
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#### **4. Visitors Working With Pupils**

- Non-DBS-checked visitors must **never** be alone with pupils.
  - DBS-checked visitors may work independently only where a Letter of Assurance has been received.
  - Regular visitors (including parent helpers) must hold a DBS check as per the Volunteer Policy.
  - Lesson or assembly content must be agreed in advance and must reflect the school's ethos, British Values and Equal Opportunities obligations.
  - Staff must maintain visibility when visitors are working with pupils (e.g., open doors, clear windows).
  - A record must be kept of all visitors working directly with pupils, including purpose, time and location.
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#### **5. Health, Safety and Site Procedures**

- Visitors must follow emergency procedures and evacuation instructions.
  - Only designated welfare facilities may be used.
  - Tools or equipment must not be left unattended.
  - Contractors must comply with all site safety rules, including PPE and the Asbestos Management Plan.
  - For first aid or if feeling unwell, visitors must report to the school office or a member of staff immediately.
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#### **6. Data Protection**

- Personal information must not be accessed, shared or used unlawfully.
  - Visitors must not access school systems, files or networks without explicit permission.
  - No personal devices may be connected to the school network without authorisation.
  - Any data breach must be reported to the Trust Data Protection Officer at [dpo@ict4.co.uk](mailto:dpo@ict4.co.uk).
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#### **7. Prevent and Extremism**

Visitors must not:

- Promote extremist views or ideology.

- Breach fundamental British Values.
  - Risk drawing pupils or adults into radicalisation.
    - Any extremist behaviour will result in immediate removal from the premises and may be referred to the police.
    - All materials brought into school must be approved in advance and may be checked at any time.
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### **8. Identification Requirements**

- All visitors must provide suitable photo identification on arrival.
- Where requested, visitors must supply details of their organisation, role and purpose prior to the visit.
- Visitors without appropriate ID may be refused entry.

**I have read and understood the visitor code of conduct and safeguarding statement. I recognise my role in ensuring safeguarding is everyone's responsibility during my visit today.**

Name: .....

Date: .....

Signed: .....