



Sycamore Hall Preparatory School Visitors to School Policy

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Sycamore Hall Preparatory School

Guidance on Visitors to Schools

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1. Introduction

This policy sets out the arrangements for managing visitors to Sycamore Hall Preparatory School in a way that safeguards children, staff and visitors and helps to maintain a safe and welcoming school environment.

The Headteacher has overall responsibility for ensuring that appropriate arrangements are in place. All staff have a responsibility to follow the procedures in this policy and to raise any concerns about visitors promptly.

The School recognises that visitors are an important part of school life. Visitors may include parents, professionals, contractors, sports coaches, tutors, volunteers and other people attending the School for legitimate purposes.

At the same time, appropriate checks and procedures must be followed to ensure that children are protected from unsuitable individuals and that the School maintains appropriate control over access to the premises.

This policy should be read alongside the School's:

- Safeguarding and Child Protection Policy
- Emergency Plan
- Health and Safety Policy
- Educational Visits Policy
- Staff Code of Conduct
- Recruitment and Selection Policy

The School will have regard to the current **Keeping Children Safe in Education (KCSIE)** statutory guidance and relevant Disclosure and Barring Service (DBS) guidance.

KCSIE 2026 came into force on 1 September 2026 and applies to schools and colleges in England. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

2. Guidance and Responsibilities

The Headteacher is responsible for implementing this policy and ensuring that staff understand and follow the arrangements for visitors.

The Headteacher or a designated member of staff will ensure that:

- appropriate arrangements are in place for visitors;
- staff know how to identify and challenge unidentified visitors;
- visitors are directed to the appropriate entrance;
- visitors sign in and out;
- visitors are issued with an appropriate identification badge;
- visitors are accompanied or supervised where appropriate;
- appropriate safeguarding checks are undertaken where required;
- contractors and visiting professionals are appropriately managed;
- concerns about visitors are reported to the Designated Safeguarding Lead (DSL);
- visitor records are maintained appropriately.

All members of staff should be alert to visitors who are not wearing an appropriate identification badge or who appear to be in an area of the School without a legitimate reason.

3. Types of Visitor

There are a number of legitimate reasons for visiting Sycamore Hall. These may include:

Professional visitors

Visitors attending in connection with a pupil or their education or welfare, including:

- social workers;
- educational psychologists;
- SEND professionals;
- healthcare professionals;
- therapists;
- local authority officers;
- family support or early help workers;
- other professionals working with children and families.

Educational visitors

Visitors who work directly with pupils, including:

- peripatetic music teachers;
- sports coaches;
- activity providers;
- workshop leaders;
- visiting tutors;
- speakers;
- trainee teachers and students.

Contractors and service providers

Visitors attending in connection with the School premises, equipment or services, including:

- builders;
- electricians;
- plumbers;
- maintenance staff;
- IT technicians;
- cleaners;
- alarm or security engineers;
- other contractors.

Parents, carers and relatives

Parents, carers and relatives may visit for legitimate school-related reasons, including:

- meetings with staff;
- school events;
- assemblies;
- performances;
- sports events;
- helping with activities;
- other occasions organised by the School.

Other visitors

This may include governors, prospective families, inspectors, suppliers, representatives of organisations and other legitimate visitors.

Where practicable, visits should be arranged in advance and the relevant member of staff should be aware of the purpose of the visit.

Where appropriate, a risk assessment will be undertaken.

4. Procedures for All Visitors

Wherever possible, visitors should make an appointment before arriving at the School.

All visitors must:

1. Enter the School through the designated school entrance.
2. Report to the school office or other designated reception point.
3. Explain the purpose of their visit and identify the member of staff they are visiting.
4. Provide identification where requested.
5. Sign the visitors' record book or electronic visitor system.
6. Wear a visitor identification badge prominently while on the premises.
7. Follow the instructions of School staff.
8. Remain in agreed areas of the School.
9. Be accompanied or supervised where appropriate.
10. Sign out when leaving.
11. Return any visitor badge or other identification issued by the School.

Visitors should not enter classrooms or other areas of the School without permission.

Visitors should not use photographic, video or recording equipment involving pupils

unless this has been specifically authorised by the School.

Visitors must not share information, photographs or recordings relating to pupils on social media or other platforms.

5. Visitors Working with Children

Where a visitor will be working directly with children, the School will establish whether safeguarding checks are required before the individual begins their work.

Where an external organisation or agency is responsible for carrying out the required checks, the School will obtain appropriate confirmation from that organisation where required.

The School will establish, as appropriate:

- the visitor's identity;
- the organisation they represent;
- the purpose of their visit;
- the nature of their contact with children;
- whether they require a DBS check;
- whether they are undertaking regulated activity;
- whether the appropriate DBS checks have been completed;
- whether the visitor needs to be accompanied or supervised.

The School will not allow an individual to undertake regulated activity with children where the appropriate safeguarding checks have not been completed.

Where a visitor does not require a DBS check but will have contact with pupils, the School will use professional judgement to determine the appropriate level of supervision.

From 1 September 2026, changes to the definition of regulated activity mean that the previous supervision exemption no longer applies to certain activities involving children. Where a person teaches, trains, instructs, cares for or supervises children frequently or meets the relevant period condition, the activity may now constitute regulated activity even where the person is supervised by another adult.

The School will therefore assess volunteer and visitor roles individually rather than assuming that supervision removes the need for a DBS check.

6. Special Category Visitors

Special category visitors may include people of particular public prominence, such as:

- Members or former Members of Parliament;
- Government ministers;
- diplomats and senior public servants;
- civic and community leaders;
- senior representatives of major organisations;
- notable academics;
- authors and journalists;
- professional sportspeople;
- performers and other public figures.

The School may make additional arrangements for such visits where appropriate,

particularly where the visit is likely to attract significant attention.

Special category visitors should generally follow the same safeguarding and visitor procedures as other visitors.

Any departure from normal procedures should be agreed in advance by the Headteacher and should not compromise the safety or safeguarding of pupils or staff.

Any accompanying adults should also be appropriately managed and, where necessary, identified and supervised.

7. Staff from Other Agencies

Professionals visiting from external agencies should provide appropriate identification and confirm the organisation they represent.

Where the visitor will have unsupervised contact with children, the School will obtain appropriate confirmation that the necessary safeguarding checks have been undertaken, where required.

Where an agency or organisation has carried out the relevant DBS checks, the School should obtain written confirmation where appropriate.

The School will also check that the individual attending the School is the person to whom the checks relate.

Where there is any doubt about a visitor's identity or the arrangements for their visit, the visitor should not be given unsupervised access to pupils until the matter has been resolved.

8. Contractors and Maintenance Staff

The School will ensure that contractors and their employees are appropriately managed while on the premises.

Before work begins, the School will consider:

- the nature of the work;
- whether children will be present;
- whether the contractor may have regular contact with children;
- whether the contractor's work constitutes regulated activity;
- what level of DBS check is required;
- whether the contractor should be accompanied or supervised;
- whether particular areas of the School should be restricted.

Contractors should provide appropriate identification and report to the School office on arrival.

Contractors must not enter areas of the School outside those required for their work without permission.

Where work is taking place during the school day, appropriate arrangements should be made to prevent unnecessary contact between contractors and pupils.

Where construction or maintenance work creates a potential risk to children, appropriate physical separation, signage or other control measures should be used.

No contractor should be allowed to undertake regulated activity with children without the required safeguarding checks.

The School should include relevant safeguarding expectations within arrangements or

contracts with contractors where appropriate.

9. Trainee Teachers and Students

Where trainee teachers or students are placed at Sycamore Hall, the School will establish who is responsible for completing the required pre-appointment and safeguarding checks.

Where a trainee is placed through an initial teacher training provider, the School will obtain appropriate written confirmation from the provider that the necessary checks have been undertaken.

Where the School itself employs a trainee, the School will complete the relevant checks. The School will ensure that trainees understand the School's safeguarding procedures and are aware of the identity and role of the DSL.

Trainees and students will be appropriately supervised according to their role and level of experience.

10. Parents, Relatives and Other Volunteers

Parents and relatives attending school events, meetings, performances, sports days and similar occasions will not normally require a DBS check simply because they are visiting the School.

The School will use professional judgement about whether a visitor should be accompanied or supervised.

Occasional parental help, such as assisting at a school event or day trip, does not automatically require an enhanced DBS check with children's barred list information. However, from 1 September 2026, volunteers who undertake activities that fall within regulated activity may require an enhanced DBS check with children's barred list information, even where they are supervised. The School will therefore consider the nature and frequency of the volunteer's role before deciding what checks are required.

All volunteers working regularly with children will be appropriately assessed in accordance with the School's safeguarding and recruitment procedures.

Parents and relatives should not assume that attending an event gives them unrestricted access to pupils or other areas of the School.

11. Concerns Related to a Visitor

Any concerns about the behaviour, conduct or suitability of a visitor should be reported immediately.

Pupils, staff and parents should know that they can report concerns to any member of staff.

A member of staff receiving a safeguarding concern should report it promptly to the **Designated Safeguarding Lead (DSL)** or Deputy DSL in accordance with the Safeguarding and Child Protection Policy.

Concerns may include:

- inappropriate behaviour towards pupils;
- inappropriate language;
- attempts to obtain personal information about children;

- photographing or recording pupils without permission;
- attempting to gain access to restricted areas;
- refusing to follow School instructions;
- behaviour that causes staff or pupils to feel unsafe;
- concerns about a visitor's identity or purpose.

The DSL and Headteacher will determine what action is required.

Where an allegation or safeguarding concern relates to a member of staff, volunteer, contractor or other individual working with children, the School's safeguarding procedures and allegations management procedures must be followed.

Where necessary, advice will be sought from the appropriate local authority safeguarding service or the Local Authority Designated Officer (LADO).

12. Unknown, Uninvited or Malicious Visitors

Any person found on the School site who is not known to staff and is not wearing an appropriate visitor badge should be approached politely by a member of staff where it is safe to do so.

The staff member should establish:

- who the person is;
- why they are on the premises;
- who they have come to see.

If the visitor has a legitimate reason for being on site, they should be directed to the School office, sign in and follow the normal visitor procedures.

If the individual cannot provide a satisfactory reason for being on the premises, they should be asked to leave.

Staff should not put themselves or pupils at risk when challenging an unknown person.

If a person refuses to leave, behaves aggressively, attempts to gain unauthorised access or presents an immediate risk, the Headteacher or senior member of staff should be informed immediately.

The police should be contacted where necessary.

Staff should follow the School's **Emergency Plan** where there is an immediate threat to the safety of pupils or staff.

13. Emergency Situations

If an emergency occurs involving a visitor, staff should prioritise the safety of pupils and staff.

Depending on the nature of the emergency, this may involve:

- evacuation;
- lockdown;
- sheltering in place;
- contacting emergency services;
- restricting access to parts of the School;
- accounting for pupils and staff;
- following instructions from the emergency services.

The School's Emergency Plan provides further information on emergency procedures. Visitors should follow instructions given by School staff or emergency services.

14. Monitoring and Review

The Headteacher and Deputy Headteacher will monitor the implementation of this policy.

The School will review the effectiveness of its visitor arrangements regularly and will make changes where necessary.

Visitor procedures will also be reviewed following:

- a significant incident;
- a safeguarding concern involving a visitor;
- changes to legislation or statutory guidance;
- changes to the School premises or access arrangements;
- relevant advice from safeguarding partners or other authorities.