Visitor Policy

Henry David Learning

Woodfield School

April 2026- April 2028

Amendments made: April 2026
Review due April 2028
Reviewed by: Deb Wilson
Signed off by Proprietary Body

Contents:

Statement of intent

1. Legal framework
2. Authorisation
3. Safeguarding
4. Visiting procedures
5. Exceptions
6. Unidentified individuals
7. Visitor conduct
8. Monitoring and review

Appendices:

a). Visitor Self-declaration Form

Statement of intent

This policy is designed to outline Woodfield 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 etc. Act 1974
- DfE (2023) 'Keeping children safe in education 2023'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE 'Political impartiality in schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy

2. Authorisation

Individuals who would like to visit the school will arrange their visit through the school office, who can be contacted on 01455 209333

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they are from where applicable.

The school office will be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the principal for a final sign-off before getting back to the visitors and confirming the details of their visit.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the principal's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the principal/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a member of school staff/ SLT.

Parents are welcome to visit the school during school hours, but preferably with an appointment so that changes can be carefully managed so as not to disturb routines. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

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 principal 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.

The suitability of potential speakers and agencies will be scrutinised.

A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at the school.

For visitors at 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.

The DSL and principal will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required with support from the Henry David Learning Central Team.

The principal will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.

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 be taking steps to segregate pupils from visitors.

The school will adhere to the HDL Prevent Duty Strategy 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' app
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' app upon departure
- Return 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, e.g. 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 will be managed in line with this policy and will be supervised by a member of the SLT or Premises staff team.

6. Unidentified individuals

It is the responsibility of all staff members to 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 reception where they can sign-in.

If a visitor cannot be identified, the principal will be informed immediately. Staff are also advised to radio Code Red for an intruder if they have accessed the site without going through reception.

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 request a banning order from the LA for the individual in question.

8. Monitoring and review

This policy will be monitored and reviewed every two years by the principal. The next date for review is April 2028.

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

Visitor Self-declaration Form

At Woodfield we feel it is important that all visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the school reception prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe.

Please note: if you do not agree to the school's procedures, you are not permitted to enter the school site. Visits may need to be rearranged in this case.

Declaration

I agree to:

- Follow the school's safeguarding procedures ☐
- Follow the school's conduct procedures ☐
- Follow the school's procedures regarding the use of technology and social media on-site ☐
- Follow the school's procedures regarding confidentiality ☐
- Follow the school's visiting procedures ☐

Name	
Contact number	
Company (if applicable)	
Reason for visit	
Signed	
Date	