

GRIFFITHSTOWN PRIMARY SCHOOL



UNCRC Article 28 – The right to an education.

UNCRC Article 29 – The right to an education which develops my personality, respect for others' rights and the environment.

Title	Visitor Policy
Date	July 2025
Author	N Blackburn
Consultation	All stakeholders

Visitor Policy

This policy outlines the rules and guidelines for managing visitors, ensuring safety, security, and ensuring a professional environment.

1. Definition of Visitors:

Visitors are parents/family members; governors; professional colleagues from other settings, organisations or agencies; contractors; sales and delivery personnel; or any other individual with an interest in the care, support or development of a pupil, or member of staff.

2. Sign - In Procedures:

Visitors must sign in upon arrival at the Main Reception. Visitors must provide identification and wear a visitor badge for the duration of the visit.

3. Parents / Carers / Adult Family Members:

If volunteering to help with pupils on a regular basis e.g., listening to readers, it is statutory that they must have a valid DBS certificate.

If volunteering for a 'one-off' e.g., reading a story or talking about their career, a DBS is not required. However, they must not be unsupervised with a pupil or group of pupils.

In either situation this group of visitors must sign in and sign out.

4. Contractors:

Contractors must complete the authorisation form. Contractors must keep the white copy, and school must file the blue carbonated version.

Contractors must be directed to the Asbestos Management Files and aware of the asbestos locations.

Contractors must sign in and out and wear a visitor badge.

5. Sign - Out Procedures:

Visitors must sign out when leaving school, via the Main Reception. Visitors use the QR code on their visitor badge. If the QR code has been damaged, they may sign out manually.

6. Governors:

Governors must sign in and out and wear a visitor badge. In addition, governors must complete a Governor Visit Form, to outline the action and impact of their visit.

7. Access Restrictions:

Visitors must be directed to specific locations to complete their task. Staff must question visitors who are not with a pupil or other member of staff. The visitor badge must be visible.

8. Safety and Security Protocols:

If concerned about the presence of a visitor, staff must report their concern to the office. If the visitor is identified as an intruder, then staff must sound the

'lockdown' alarm (a long-held whistle). At this point staff must follow the lockdown procedure.

9. Behaviour Expectations:

Visitors must be dressed smartly, use appropriate language and keep mobile devices on silent. Visitors must abide by the Code of Conduct and confidentiality expectations.

10. Deliveries:

We encourage all deliveries to be made via the East View gates.

Deliveries via East View: visitors must use the intercom to gain access through the main vehicle/pedestrian gates and then use the intercom to access the designated route through the Reception Outdoor Area.

Delivery vehicles via East View must not pass the speed bump and must not drive on to the school yard.

On the rare occasion that deliveries come via Florence Place, drivers must report to the Main Office.

Depending on the delivery product, the visitor must report to Main Reception or the Kitchen.

11. Consequences of Noncompliance:

Visitors who do not comply with our expectations will be asked to leave the premises. Failure to leave will result in school calling 999.