St Mary's School
Gerrards Cross

Visitor Policy

MONITORING AND REVIEW

Staff Responsible	Bursar
Approved by	SLT
Frequency of Review	Bi-Annually
Date of Last Review	September 2026
Date of Next Review	September 2028

POLICY STATEMENT

This policy is designed to outline St Mary's School procedures regarding visitors to our buildings and grounds. This policy will enable our school to:

- Safeguard and protect the welfare of students and staff members.
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- 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.

This policy applies to:

- All staff.
- All pupils (past and present).
- All external visitors entering the site during the school day.
- All of those in school advisory roles.
- All parents and carers.
- Volunteers
- Work experience and placement students.
- Other education related personnel.
- Building and maintenance and all independent contractors.

INTRODUCTION

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
- KCSIE 'Keeping children safe in education 2026'

- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) 'Political impartiality in schools'

PROCEDURES

- All visits must be pre-planned.
- All visitors must sign in via InVentry and confirm that they have read the safeguarding and H&S message.
- All visitors must provide formal identification on arrival.
- All visitors using the site car park must do so safely and adhere to the speed limits and only park in designated areas.
- On arrival, visitors must report to reception or office.
- No visitor is allowed to enter the school via any other entrance other than the front door (main entrance) under any circumstances.
- On arrival all visitors must state the purpose of their visit and who has invited them.
- Visitors must be advised of the fire assembly point.
- Visitors will be provided with a visitor badge which must be worn on display until they sign out (see lanyard colours below).
- Visitors will be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors are not permitted to move around the site unaccompanied unless they are registered on the approved visitor list.
- In the case of an emergency, the visitor is required to follow emergency procedures alongside staff and pupils.
- Any breaches of the procedure must be reported to the Head or Designated Safeguarding Lead.

Lanyard colour guide	**Who?**
Blue	Staff
Green	Staff first aider
Yellow	Visitor/contractor with DBS – can be unsupervised
Red	Visitor/contractor without DBS – must be always supervised

APPROVED VISITORS

We hold an approved visitor list who frequently visit the site to undertake work within the school site (including contractors). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the school's SCR.
- Visitors on the approved list must follow the same procedures on entry to the premises. A copy of the approved visitors list will be available on Reception.

DEPARTURE

On departing the site, visitors must leave via reception:

- A member of staff should escort the visitor to the reception area.
- Sign out on InVentry.
- A member of staff should retrieve the allocated visitor badge.

UNKNOWN VISITORS/UNPLANNED VISITS

Any visitor to the site who is not expected or recognised should be challenged politely to enquire who they are and the purpose of the visit. The visitor should then be escorted to reception and follow the usual procedures for visitors or escorted from the site, whichever is deemed appropriate.

If the visitor refuses to comply, they should be asked to leave the site immediately and a senior member of staff informed. The Head will consider the situation and decide if it is necessary to inform the police.

If an unknown/unplanned visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave, the police will be called.

GOVERNORS AND VOLUNTEERS

All of those in a school Governor role and volunteers must comply with disclosure and barring service procedures, completing a DBS disclosure form (if not already held). Thereafter, the visitor's procedures are to be applied accordingly.

It is the responsibility of the Head, or someone deputising in their absence, to ensure that those in school advisory panel roles are provided with this policy. Volunteers will be asked to comply with this policy by the member of staff to whom they planned the visit with e.g., teacher.

PUBLIC SECTOR VISITORS

Visitors attending the school in a professional capacity, including social workers, family support workers, NHS staff, educational psychologists, school nurses, therapists and other public sector professionals, must report to Reception on arrival, sign in and out, and provide appropriate photographic identification.

The school will seek assurance that the visitor's employing organisation has undertaken all necessary recruitment, safeguarding, and vetting checks, including any Disclosure and Barring Service (DBS) via a letter of Assurance.

For staff employed by Buckinghamshire Council Children's Services, the School will rely upon the current Buckinghamshire Council Letter of Assurance, which confirms that all relevant staff have completed the appropriate recruitment and vetting checks. No further evidence of those checks will be required from individual Children's Services staff. Visitors from Buckinghamshire Council Children's Services must present their Buckinghamshire Council photographic identification card on arrival, and the school will retain and cross-reference the current Letter of Assurance as appropriate.

Where Children's Services staff or other professionals are visiting from another local authority or organisation, the school will require written confirmation or a Letter of Assurance from the employing organisation confirming that all appropriate safeguarding and vetting checks have been completed. Staff must verify the visitor's identity on arrival to ensure that only authorised individuals gain access to the school. Where a visitor's role does not involve contact with pupils, a DBS check is unlikely to be required.

All visitors must comply with the school's safeguarding procedures and remain under appropriate supervision where necessary.

SHARING INFORMATION

Sharing information about our school with visitors will primarily be via the website and our sign in system, InVentry. Other information may be shared via email and in reports and this must be in accordance with GDPR.

CODE OF CONDUCT

The expectations regarding the conduct of visitors are to protect the wellbeing of our pupils and staff.

Our expectations of visitors are to:

- Respect the ethos, vision, and values of our school.
- Work together with staff in the best interests of our pupils.
- Treat everyone with respect.
- Set a good example, including with regards to speech and behaviour.
- Seek a peaceful solution to any issues which may arise.
- Approach a member of staff to help resolve any issues of concern.
- Adhere to the policies and procedures which have been shared.
- Not use mobile phones on the school site.

Behaviour that will not be tolerated:

- Disrupting, or threatening behaviour.
- Swearing or using offensive language.
- Displaying a temper or shouting at members of staff or learners.
- Sexual harassment in any form.
- Sending abusive messages.
- Posting defamatory, offensive, or derogatory comments about the school, its staff, or any member of its community, on social media platforms.
- Use of any aggressive behaviour, including physical, verbal or in writing.
- Smoking, vaping, drinking alcohol or using or drugs on the premises. These must not be on a visitor’s possession during a visit.
- Bringing dogs onto the premises (other than guide/ therapy dogs).

We take our responsibility, and legal preventative duty, to protect our employees, and pupils, from sexual harassment in our school seriously. Sexual harassment could take the form of:

- Making sexual remarks about someone’s body clothing or appearance.
- Asking questions about someone’s sex life.
- Telling sexually offensive jokes, making sexual comments, or joke about someone’s sexual orientation, or gender reassignments.
- Displaying or sharing pornographic, or sexual images, or other sexual content.

- Touching someone against their will e.g. hugging them.
- Sexual assault or rape.

Any breaches to the code of conduct must be reported to the Head or Designated Safeguarding Lead. The visitor will be asked to leave the premises immediately. The incident may be reported to the visitor line manager (if relevant), the police (if deemed appropriate) and the visitor may be prohibited from visiting in the future. If this is the case, they will be informed of this in writing.