



# ASTON AND COTE CHURCH OF ENGLAND PRIMARY SCHOOL

## VISITORS POLICY

This policy should be taken and used as part of Aston and Cote's overall strategy and implemented within the context of our vision, instrument of government aims, and values of a Church of England School. Aston and Cote is a Church of England School which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

### October 2025

<b>Signed:</b>	<b>Headteacher</b>
<b>Signed:</b>	<b>Chair of Governors</b>
<b>Date:</b>	<b>Date of next review: October 2028</b>

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## Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

## Policy Statement

Visitors are welcome to Aston and Cote CE Primary School; however, it is our school's responsibility to ensure that the security and well-being of our pupils is uncompromised at all times. The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times. In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

## Policy responsibility

The Headteacher is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher.

## Where and to whom the policy applies

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after-school activities, and on school-organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school

- All external visitors entering the school site during the school day or for after-school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g.: authors, journalists)
- All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, inspectors, health care professionals)
- Building and Maintenance Contractors

## Protocol and procedures

### Planned visitors to the school

- All visitors to the school may be asked to provide formal identification at the time of their visit
- Where possible the school office/ reception staff should be informed of all pre-arranged visitors to the school.
- All visitors must report to the school office/reception first and should not enter the school via any other entrance.
- At reception, all visitors must state their purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign in using the electronic system in reception, making note of their name, organisation, who they are visiting and car registration number.
- All visitors will be required to wear an identification badge; the badge must remain visible throughout their visit.
- All visitors should be made aware of whom the Designated Safeguarding Lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance may be provided to visitors containing this information.
- Visitors will then be escorted to their point of contact or their point of contact will be asked to come to the school office/reception to receive their visitor.
- The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the school office and:
- Sign out using the electronic system
- Return the identification sticker to the school office

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

### Unknown/unplanned visitors to the school:

- Any visitor to the school site who is not wearing any identity badge should be challenged politely to enquire who they are and their business in school
- They should then be escorted to the school office/reception to sign in using the electronic system and be issued with an identity badge.

~ Aspiring to be the people God created us to be by growing the talents He gave us. ~

- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher, Deputy Headteacher, School Business Manager (or the Teacher-in-charge) should be informed promptly.
- The Headteacher, Deputy Headteacher, School Business Manager (or the Teacher-in-charge) will consider the situation and decide if it is necessary to inform police
- If an unknown /uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

## **Governors and regular volunteers/parent helpers**

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service by completing a DBS disclosure (if not already held) if they are in regulated activity via the School Office
- All Governors and parent helpers should follow the planned visitors to the school procedure.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher.
- New parent helpers will be asked to comply with this policy at their induction meeting with the School Business manager before coming into school for an activity or class supporting role.
- Parents may be permitted to assist on an ad hoc/occasional basis eg: giving a talk to a class about their hobby/job/faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place.

All regular parent helpers must be DBS checked. Again, all parents should follow the procedures as stated above.

## **Contractors/Workmen**

- Contractors/workmen should follow the procedures set out above.

## **Staff development**

- As part of their induction, new staff will be made familiar with this policy for external visitors and asked to ensure compliance with its procedures at all times.

## **Linked policies**

This policy should be read in conjunction with other related policies including:

- Child protection/safeguarding policy
- Health and Safety policy
- Confidentiality policy
- Safer recruitment policy