



Upper Nidderdale Primary Federation

Visitors Policy

Reviewed: July 2024 & April 2025

Updated: September 2025

Review date: September 2026

Signed:..... Date:

Headteacher

Signed:

..... Date:

Chair of Governors

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Statement of intent

This policy is designed to outline the Upper Nidderdale Primary Federation'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 2025'
- Childcare Act 2006
- Education Act 1996
- DfE (2023) 'Prevent duty guidance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Procedure
- Volunteer Policy
- First Aid Policy
- Prevent Duty Policy

The DSL is responsible for ensuring visitors receive copies of and understand the following school policies:

- Online Safety Policy
- Staff and Volunteer Code of Conduct
- Fire Safety Policy

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office.

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. Details will then be added to the electronic calendar.

The school office should be contacted about a proposed visit in advance and the visitor must be made aware that they will be required to produce photographic ID on arrival and DBS details, if applicable.

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.

The Business Manager (or Headteacher) must be contacted for authorisation prior to any contractor visit being arranged.

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

Parents are discouraged from visiting the school during school hours (without a prior appointment having been made), unless it is for a school event or in an emergency. 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.

North Yorkshire staff, NHS staff and contractors etc who have letters of assurance do not need to produce DBS certificates at the time of visit as this is covered through the letter of assurances and pre visit checks.

Other visitors such as direct booked advisors who are on the **DBS update service** – the following procedures need to be followed:-

Obtain the visitor's consent to carry out the status check.

Verify the person's identity using official photographic ID, to ensure the DBS certificate belongs to the individual presenting it.

Go to: <https://secure.crbonline.gov.uk/crsc/check>

Use the **certificate number** from the DBS certificate. Enter the **person's date of birth** (as shown on the certificate – do not ask the individual directly). The result of the check will be one of three standard messages. Note that the outcome will not disclose any convictions or cautions:

1. **"This Certificate did not reveal any information and remains current as no further information has been identified since its issue."**
This means the certificate showed no criminal or barring information when issued, and there is still no new information.
2. **"This Certificate remains current as no further information has been identified since its issue."**
This means the certificate did include criminal or barring information at the time of issue, but there is no new information since.
3. **"This Certificate is no longer current. Please apply for a new DBS check to get the most up-to-date information."**
This indicates that new information is available, and the existing certificate should no longer be relied upon. A new DBS check must be completed.
If a status check returns this final outcome, the member of staff should refer the matter to the headteacher immediately. The headteacher must then risk assess whether to allow the visitor to continue with their planned activity in school. This decision should include a discussion with the visitor.

These visitors **if using the DBS update service** must be asked to bring their DBS certificates and photo ID by the member of staff making the appointment.

A visitor will require an enhanced DBS check with children's barred list information if they work in 'regulated activity'.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

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 by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy 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:

- Produce photographic ID before being permitted access to the building
- Provide their details to the school office staff, including:
 - Name
 - Purpose of visit*
 - Who they are here to see* (e.g. name of pupil the visit pertains to / the member of staff who arranged the visit)
 - Expected length of visit (contractors)
- Immediately report to the school reception area on arrival*
Sign-in using the visitors' book and complete a Visitors Declaration (if it is their first visit to the school, or they have not previously completed one)
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' book upon departure
- Return ID badges to the school office before departure

ID badges –

- Visitors – yellow
- Supply staff – blue
- Contractors – red
- Volunteer – green
- Governors with enhanced check – black
- Governors with no enhanced check – orange (must not be allowed to walk around school on their own)

There are two different badge inserts – Visitor or Accompanied Visitor

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures (including fire and first aid).

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds and that the use of mobile phones is prohibited, unless required by contractors for their work (arranged with office)

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

If the visitor needs to use the school WIFI login, details must be recorded in the WIFI Code & Password Record of Use book.

5. Exceptions

Visits to the school by contractors are governed by our Contractors procedures.

Visitors attending scheduled open days, sports events, or other 'by-invitation' school activities will be exempt from certain visiting procedures outlined in the [visiting procedures](#) section of this policy, however, will always be required to sign in and out in either the Visitors' book or on the event-specific signing in sheet, and display either a visitors lanyard or label.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall). Visitors must be made aware of which facilities are available for their use e.g. toilets.

6. Unidentified individuals

It is the responsibility of all staff members to politely challenge any individual who is on school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office door where they can sign-in (if appropriate) and they must follow the Visiting procedures.

If a visitor cannot be identified then they will be denied access and the headteacher will be informed immediately.

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. Lockdown procedures may be actioned.

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 on an annual basis by the headteacher. The next scheduled review date for this policy is September 2026.

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

Visitor Self-declaration Form

At the Upper Nidderdale Primary Federation, 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 ☐
- Follow the school's non use of mobile phones procedure ☐

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