



Holland Moor Primary School

School Visitors Policy

Introduction Holland Moor Primary School is committed to providing a safe and secure environment for all pupils, staff, and visitors. This policy outlines the procedures for welcoming and managing visitors to ensure the safety and well-being of our school community.

Aims

- To ensure a safe and secure environment for all pupils, staff, and visitors.
- To set clear guidelines for visitors entering and leaving the school premises.
- To safeguard pupils from potential risks associated with unauthorized visitors.

Visitor Procedures

1. Signing In and Out

- All visitors must report to the main school reception upon arrival.
- Visitors are required to sign in using the visitor log and wear a school-issued visitor badge at all times.
- Upon departure, visitors must sign out and return their visitor badge.

2. Identification and Authorization

- Visitors must provide valid identification and state the purpose of their visit.
- Pre-arranged visits must be approved by the Headteacher or designated staff member.
- Unannounced visitors may be denied entry if their visit is not deemed essential.

3. Supervision and Conduct

- Visitors must be accompanied by a member of staff unless otherwise authorised.
- Visitors must adhere to school policies and treat pupils and staff with respect.
- Any concerns or issues arising during a visit should be reported to the Headteacher immediately.

4. Safeguarding and Security

- Any visitor engaging in activities involving pupils must have appropriate safeguarding checks, including DBS clearance where necessary.
- The school reserves the right to refuse entry or request a visitor to leave if their presence is deemed inappropriate or unsafe.
- Any suspicious or unauthorised individuals on school premises should be reported to staff immediately.

5. Special Categories of Visitors

- **Parents and Guardians:** Parents attending scheduled meetings or events must follow visitor procedures.
- **Contractors and Service Providers:** Must report to the reception and follow health and safety protocols.
- **Volunteers and External Agencies:** Must undergo necessary safeguarding checks before working with pupils.

6. Monitoring and Review

- This policy will be reviewed annually to ensure its effectiveness.
- Any updates or changes will be communicated to staff and stakeholders.