



Carr Infant School

Confidence - Communication - Creativity

Visitor Policy

Approved by	FGB
Previously Approved	New 2025
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Review Date	Yearly - 2026

Headteacher: James Canniford

Chair of Governors: Charlotte Crabtree

1. Introduction

Carr Infant School is committed to ensuring the health and safety of all children in our care. This policy is designed to outline the school'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.

This policy is in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Staff and Volunteer Confidentiality 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 who can be contacted via email - carrinfants.school@york.gov.uk and/or by phone - 01904 565140.

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 where they are from, where applicable, on the school calendar.

The school office will pass on all relevant information/details to appropriate members of staff where necessary.

Teachers, and/or other staff members, arranging visitors to the school will follow the same procedures

Visitors who arrive at school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of staff are happy to do so, and all necessary checks have been made (see visiting procedures).

Parents are discouraged from visiting the school during school hours unless there is a school event or emergency. Where a parent arrives at school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

3. Safeguarding

Carr Infant 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 (reading volunteers for example).

Prior to arranging a visit, the headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit.
- The age appropriateness of what is going to be delivered.
- Whether relevant checks will be required.
- Whether the visit could bring the school into disrepute.
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at school. Visitors with a verified DBS check/letter of assurance will be provided with a red lanyard during the signing in process.

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

Under no circumstances 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 and will take steps to segregate pupils from visitors. Visitors with no DBS check/letter of assurance will be provided with green lanyard during the signing in process. Visitors with a green lanyard will be escorted at all times by a member of school staff.

4. Visiting Procedures

All visitors to school, including parents, will comply with the following procedure:

- Immediately report to school reception upon arrival.
- Provide details to office staff, including:
 - Name
 - Purpose of visit.
 - Name of pupil the visit pertains to/staff member who arranged the visit.
- Sign in using the visitors book.
- 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 leaving.

Prior to the visit, visitors will be briefed on any requirements, such as bringing photographic ID, they should be aware of and be provided with a copy of any relevant information, such as safeguarding and health and safety information.

Upon arrival all visitors will be provided with a 'School Visitor Information Leaflet', containing basic housekeeping information, fire alarm, lockdown and evacuation procedures, toilet facilities and accident and incident reporting.

5. Exceptions

Visits to school by contractors will be managed by the school office manager Janet Dixon and the caretaker Giulio De Palma. Where possible arrangements will be made for these visits to be carried out outside of school hours.

Visitors attending scheduled open days, sports events or other 'by-invitation' school events/activities will be exempt from the visiting procedures outlined in the visiting procedures section of this policy. At certain events/activities visitors may still be required to sign in with a simple signing in sheet (to comply with fire regulations).

Anyone attending school events/activities will be instructed to keep to the areas of the school grounds where the event/activity is taking place (e.g. the sports field, school hall). Any visitor needing to use the toilet will be accompanied by a member of school staff.

6. Unidentified Individuals

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

Any such visitors will be directed to the school office where they can sign in.

If a visitor cannot be identified, the headteacher and/or DSL 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.

7. Visitor Conduct

Visitors to 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.

Visitor Self-declaration Form (to be used in the absence of an electronic sign in machine)

At Carr Infant School, we feel it is important that all visitors at our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at 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

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

Please note - information/details will be kept on file for 3 years.