

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Visitor and Contractor Policy



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Policy Statement

The Governing Body ensures all visitors receive a warm, friendly and professional welcome to Alderman Richard Hallam Primary School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all pupils, visitors and staff. This duty of care incorporates the duty to safeguard all pupils from any form of harm, abuse or nuisance. 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 procedures.

Aim

To safeguard all children, staff and visitors must abide by Alderman Richard Hallam's policies and procedures both during school hours and in out-of-school hours activities which are arranged by the school.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors, parents and carers and conforms to Health and Safety, Child Protection and Safeguarding guidelines.

Where and to whom the policy applies

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

The Policy applies to:

- All staff employed by the school.
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic-related visitors e.g. authors, journalists).
- All governors of the school.
- All volunteers.
- Other education related personnel.
- Building and maintenance and all other independent contractors visiting the school premises.
- Independent contractors who may transport students on minibuses or in taxis.

Protocol and Procedures

Visitors to the School

All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in by following the instructions on the touch screen and agreeing to the terms and conditions; they will also be asked if any special arrangements need to be made in the event of an emergency evacuation.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be accompanied 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. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Approved Visitor List

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

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 Single Central Record. Visitors on the approved visitor list **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in). A copy of the approved visitor list will be kept on the system at all times.

Local authority staff coming into schools

The written confirmation that appropriate checks, including DBS checks have been carried out for all local authority staff who visit schools has been received and a copy available in the school office. It is also available to [view on the Schools' Extranet](#). This letter was updated in August 2025 and covers visiting staff from the local authority from the Education Performance team, Educational Psychologists, Education Welfare officers, SEND Support services, centrally employed teachers and TAs and the Sustainable Schools team etc. This now also includes partners such as health professionals.

Visitors' Departure from School

On departing the school, visitors **MUST** leave via reception and:

- Sign out using the touch Screen
- Return the identification badge to reception

Unknown or Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign in and be issued with an identity badge. The procedures under 'Visitors to the School' above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher or a member of the Senior Leadership Team should be informed promptly.

If an unknown or 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.

Contractors

Contractors, where practicable, will carry out their work out of school hours. Contractors working within school hours will need to sign in at reception and will be accompanied by Premises staff to their work area; they will be expected to adhere to Health and Safety regulations, such as reviewing the Asbestos Register, ensuring that safe working practices are followed. When working in pupil areas, the Premises Officer will remain with the contractor or have another member of staff supervise. If there are no staff available, the contractor will be asked to return at a more convenient time. If the contractor is working solely in staff areas, the Premises Officer will periodically check on the contractor and log this in the contractor's monitoring logbook. On departing the school, contractors **MUST**

leave via reception and sign out using the touch screen and return the identification badge to reception.

The site is a no-smoking site and the use of unauthorised photographic equipment and mobile phones is strictly prohibited

Governors and Volunteers

All governors and volunteers must comply with the school's policies and procedures, completing a DBS disclosure form (if not already held) via the School Office. The school must check that all governors' and volunteers' DBS certification is current. Thereafter, 'Visitor to School' procedures should apply.

New governors will be made aware of this policy and be familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors and Clerk to Governors.

New volunteers will be asked to comply with this policy by staff when they first report to when coming into school for an activity or class supporting role.

Staff Development

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

Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- No Smoking Policy