



School Visitor Policy

Purpose

To ensure the safety, security and wellbeing of students, staff and visitors, while maintaining a welcoming environment.

Scope

This policy applies to all visitors to any school within Acer Trust (including parents, contractors, external organisations, volunteers, consultants, etc.) during school hours, after-school use, and other school events.

General Principles

- Schools have a duty of care to safeguard all pupils and staff.
- Visitors must comply with the school’s safeguarding processes and this visitor policy.
- Entry to school premises is a privilege, not a right.
- Unauthorised access may be treated as trespassing under Section 547 of the Education Act 1996.

Categories of Visitors and Vetting

- Visitors with professional roles (e.g. health staff, educational psychologists, local authority officers)
- Volunteers, parent helpers, guest speakers
- Contractors, maintenance staff, delivery personnel
- Prospective parent visitors to events
- For those working directly with pupils or on regulated activities, the appropriate DBS / background checks must be in place or evidence provided from their employer.
- For occasional visitors (e.g. parents in evening events), full checks may not always be required, but risk assessments should guide decisions.
- Ofsted inspectors use their Ofsted badge as evidence of their DBS and if they are expected and have the badge should be signed in and issued with a visitors lanyard.

Next Review	October 2027	Version	1	Approval Date	21.10.2025
Review Cycle	Every 2 years	Owner	CEO	Approval Body	Trust Board

Arrival and Sign-In Procedures

- All visitors must enter through the main entrance (unless otherwise directed)
- Visitors must report to reception, provide proof of identity (photo ID) if requested, sign the visitors' book or electronic system, and state the purpose and person being visited
- Visitors must wear a visible visitor badge or pass for the duration of their stay
- Visitors should be escorted while on site, unless they have appropriate checks and prior agreement
- When leaving, visitors must sign out
- Some Trust schools use different types of lanyards to indicate visitor status: one type for visitors who must be accompanied at all times, another for visitors with limited access, and a third for staff who have full clearance.
- Ofsted Inspectors are not required to have visitor badges

Access and Movement within School

- Visitors should only access areas relevant to their visit
- They should not roam unescorted around the school
- If a visitor is to be in a classroom, a member of staff must accompany them or supervise
- Visitors should not be left alone with pupils unless they have met safeguarding checks

Unplanned/Unexpected Visitors

- If a visitor arrives unannounced, reception or the first staff encountered should ascertain identity and purpose
- The visitor should not be admitted until approved by senior staff
- In doubt, the visitor should be escorted to reception or asked to wait until checks are confirmed

Contractors and Maintenance

- Contractors must follow the same sign-in and site rules
- They must present ID and company authorisation
- Work should ideally be done outside school hours when possible
- Health & Safety arrangements, risk assessments, and supervision must be arranged

Safeguarding and Child Protection

- Visitors must be aware of child protection reporting procedures
- If a visitor acts inappropriately or breaches safety, staff must intervene
- Schools should not hesitate to refuse access or escort someone off site if necessary
- If a visitor refuses to leave, or behaves aggressively, the police should be called

Barring and Withdrawal of Permission

- The Trust reserves the right to bar or withdraw permission for any individual whose behaviour is aggressive, abusive or threatens the safety of pupils or staff
- When barring is considered, the individual should be notified in writing and given an opportunity to respond

Record Keeping and Monitoring

- Visitor logs (paper or electronic) must record name, organisation, arrival/departure times, person visited, and purpose
- Regular reviews of the visitor system should take place to ensure it remains effective

Communication and Publication

- The visitor policy should be published on the school / trust website
- Visitors should be given a copy or brief version of the rules at the time of their visit