

**St Mary Magdalene C of E Primary School**  
Headteacher: Mrs S Pearson  
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# Visitor Policy

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<b>Policy:</b> Visitor Policy
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2023	26.09.23	B Enever	Visions and Values added Legal Framework updated Safeguarding section added
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## Statement of Intent

At St Mary Magdalene C of E Primary School we aspire to cultivate the gifts and talents of every child and equip them with the wisdom, knowledge and skills to live life in all its fullness: its joys and celebrations, its sorrows and struggles. We aim to do this in collaboration with the wider community, so this policy is designed to outline St Mary Magdalene Primary School's policy regarding visitors to our school.

“Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up his fellow.” (Ecclesiastes 4:9)

The belief that we are created and sustained by God for living in families is at the root of our dedication to working with our community. We seek to model to children an ethos of living well together: the flourishing of pupils goes hand in hand with the flourishing of staff, parents, governors and friends of the school. Therefore we aim to:

- Work in partnership with St Mary Magdalene Parish Church and the wider community to encourage everybody to make their own unique contribution to support others
- Build strong, positive and supportive relationships between pupils, staff, parents, governors and the community
- Develop children's collaboration skills
- Work closely with parents and families to ensure that children are safe and flourish through their school years
- Provide a safe setting in which to learn, where children, parents, governors and staff know that they are valued

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. Our Vision and Values**

In our family, we have the courage to embody Jesus' love for us. We put others' needs above our own. We act with integrity and respect. And when others fall short of our expectations, we support them to atone and extend our forgiveness. In doing this, we prepare children to live life in all its fullness: its joys and celebrations, its sorrows and struggles. The values which are most pertinent to this policy, alongside their links, are detailed below:

### **Courage**

We are called to create an environment where both children and staff aspire to be, and give, their best. Everyone is emboldened to take risks, overcome challenges and be courageous in their efforts to achieve their potential. Leaders challenge poor school attendance in order that children can access learning and:

- gain knowledge, skills and experiences to navigate life in an evolving world; and
- develop characteristics such as self-belief, ambition, and resilience to overcome life's challenges.

*"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God is with you." (Joshua 1:9)*

### **Love**

Jesus embodies the love and compassion of God for each person, and Christians are called to follow him in this. In our family, love impels us to:

- put others' needs above our own;
- act with humility and without entitlement;
- empower all our community to flourish and succeed;
- provide a haven of compassion and safety, where children and adults know that they are cherished; and
- support those who are struggling to attend school because they are experiencing suffering and sadness.

*"Let all that you do be done in love." (1 Corinthians 16:14)*

## **Respect**

We seek to model to children an ethos of living well together. The flourishing of pupils goes hand in hand with the flourishing of the wider school community: staff, families, governors and friends of the school. Just as Jesus respected people by taking the time to care for them, we endeavor to:

- celebrate the Christian faith;
- foster deep respect for other cultures, faiths and traditions;
- provide an inclusive environment where special provision is afforded to those with disabilities or special educational needs; and
- challenge inequality.

*“Whatever you wish that others would do to you, do also to them.” (Matthew 7:12)*

## **Forgiveness**

Faults, flaws, and mistakes are an unavoidable part of human life. Though Jesus preached the importance of repentance, even in moments of great personal torture, he prayed for forgiveness for his tormentors. Therefore, in our family, we seek to:

- hold ourselves and others accountable for our/their actions, including school attendance;
- have a robust approach to dealing with persistent absenteeism;
- repent when we fall short of our own and others’ expectations; and
- forgive others for their indiscretions.

*“If your brother sins, rebuke him, and if he repents, forgive him.” (Luke 17:3)*

## **Honesty**

An honest person makes a habit of making accurate, trustworthy statements about life, self, others, and God; they represent themselves just as they are and tell others the truth about themselves. That said, the Bible tells us that honesty should always be accompanied by gentleness (Colossians 4:6). With this in mind, we strive to build kind and trusting relationships by:

- speaking and acting with integrity;
- ensuring that children have a strong voice in relation to their attendance at school, and acting on this; and
- working openly and compassionately with families in relation to pupils’ attendance, even when messages might be difficult to give or receive.

*“And you will know the truth, and the truth will set you free.” (John 8:32)*

## **2. 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 (2024) 'Keeping children safe in education 2024'
- Childcare Act 2006
- Education Act 2002 (Section 175/157)
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) 'Political impartiality in schools'
- Prevent Duty Guidance (2023)

This policy operates in conjunction with the following school policies:

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

### **3. Authorisation**

- 3.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, who can be contacted on 01623 464246.
- 3.2. 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 belong to where applicable.
- 3.3. The school office will be contacted about a proposed visitation at least one week in advance.
- 3.4. 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.
- 3.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy and available to do so. The visitor will not be allowed into the school without the supervision of a member of the school staff.
- 3.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.

#### **4. 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.

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.

The suitability of potential speakers and agencies will be scrutinised in line with the Guest Speaker Policy.

A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at the school.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.

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.

The headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.

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.

## **5. Visiting procedures**

- 5.1. All visitors to the school, including parents, should comply with the following procedure:
  - Immediately report to the school reception area on arrival
  - Provide their details to the reception staff, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Expected length of visit
  - Sign-in using the sign in app on the IPAD
  - Display ID badges provided at all times while on school property
  - Sign-out using the sign in app on the IPAD upon departure
  - Return ID badges to the school office before departure
- 5.2. Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.
- 5.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 5.4. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.
- 5.5. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

## **6. Exceptions**

- 6.1. Parents/carers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 6.2. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

## **7. Unidentified individuals**

- 7.1. 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.
- 7.2. Any such visitors will be directed to the school office where they can sign-in.

- 7.3. 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.

## **8. Visitor conduct**

- 8.1. 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.
- 8.2. St Mary Magdalene C of E Primary 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.
- 8.3. 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.
- 8.4. In the event of persistent occurrence of unacceptable behaviour on the school site, St Mary Magdalene C of E Primary School has the right to request a banning order for the individual in question.

## **9. Monitoring and review**

- 9.1. This policy will be monitored and reviewed on an annual basis by the headteacher.
- 9.2. Amendments to the policy will be communicated to all members of the school community.