



## **Chawson First School**

### **'Visitors to School' Policy**

**March 2026**

Always bearing in mind the importance of security, visitors are welcome in Chawson First School. This policy seeks to ensure that staff are aware that visitors can make an important contribution to the life and work of the school and visitors themselves can benefit from contact with the pupils and staff

Visitors generally fall in to one of several categories:

- planned visitors – working with children;
- planned visitors – working for the Local Authority;
- planned visitors – contractors;
- unexpected visitors.

All planned visits should be arranged in consultation with the Headteacher. Those making arrangements, should be mindful of other events in school.

Visitors to classes for specific purposes of contribution to topics, relating experiences etc are to be encouraged and welcomed. In arranging such visits, teachers should consult with the Headteacher prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience. Visits from agencies such as drama or dance groups, workshops should be made available to all relevant groups of pupils. When inviting visitors, opportunities should be taken to maximise the value of the visit for all children.

The School will record on the Single Central Record, information regarding visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and approved outside agency professions).

Any visitor who is not DBS checked, including parents, must be escorted around the school by a member of school staff and not be left alone with pupils at any point. This includes whole class, small group teaching or one to one interviews of pupils or escorting pupils around the building.

All visitors to school must:

- Be signed into the 'Visitors' Book' at reception by a member of office staff
- Wear a red visitor lanyard (for easy identification)
- Be made aware that Chawson First School is a non-smoking environment
- Be asked to read a copy of the Safeguarding advice for volunteers and regular visitors' leaflet and Chawson Safeguarding leaders poster.
- Be verbally informed of the fire evacuation policy and any planned fire drills on their day of visit.

- Be informed of the following information- location of toilets, layout of school site and ability to connect to school wifi (if required).
- Escorted 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
- Sign out on leaving the premises, returning their visitor lanyard

In addition, building contractors must:

- Be made aware of the Asbestos Register
- Be made aware of the Health and Safety Policy
- Work in cooperation with the school, seeking to keep disruption to a minimum

The Headteacher and Site Manager must be made aware of all visits to school by contractors. Contractors should be made aware of other pertinent policies; most especially those relating to Health and Safety. They should also be made aware of the Asbestos Register and reminded that the entire school is a non-smoking environment at all time including holidays.

Staff and children are encouraged to politely challenge any visitor to school not wearing a badge to state their business in school.

On the occasion of the unexpected visitor, the first point of contact should be with the Headteacher or Leadership Team who will involve other staff and pupils as appropriate.

This policy should be read alongside the following policies:

Safeguarding  
Safer recruitment  
Governor visit policy  
Volunteer handbook