



Harrietsham Church of England Primary School

School Visitor Policy

Policy lead:	Joanne Griffin
Responsibility:	Pastoral Leader (Lead DSL)
Date approved by Governing Body:	April 2026
Governor signature:	Rebecca Emson (Chair)
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Harrietsham Church of England Primary School

School Visitor Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide – providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

“Nurtured we flourish”

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.

Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

The school’s vision and values have informed this policy and provide a basis for spiritual and moral development within the school. The Governing body and all members of staff have read and have access to this policy and are committed to ensuring the Health and Safety of all members of our community. Provision is made so that all may flourish safely. Every member of our caring community plays a part in making it safe and secure for all.

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff, Governors, visitors and parents. The ultimate aim is to ensure that students at our school can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

This policy should be read alongside **Keeping Children Safe in Education (KCSIE) 2025** and **Working Together to Safeguard Children (2023)**. Where this policy references “must” or “should”, the intention is to mirror the statutory expectations set out in these documents.

2. Policy Statement

Visitors are very welcome to Harrietsham Church of England Primary School, however, it is our schools responsibility to ensure that the security and well-being of our pupils is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to ‘safeguard’ all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is implemented at all times.

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 procedure.

3. Policy Responsibility

The Pastoral Leader is the member of staff responsible for the implementation, coordination, dissemination and review of this policy. All breaches of this policy must be reported to the Headteacher or to the Chair of Governors.

4. Where and to Whom the Policy Applies

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

The policy applies to:

- All teaching and non-teaching staff employed by the school.
- All external visitors entering the school site during the school day or for after-school activities (including supply teachers, peripatetic tutors, sports coaches, community members and topic related visitors e.g. authors, journalists).

- All Governors of the school.
- All parents (including parent helpers).
- All pupils.
- Other education related personnel (County Council staff, Inspectors, health care professionals).
- Buildings and Maintenance Contractors.

5. Protocol and Procedures

5.1 Planned visitors to the School

All visitors to the school may be asked to provide formal identification at the time of their visit, they must also behave respectfully and conduct themselves in a manner appropriate to the school environment.

- Where possible, the school office / reception staff should be informed of all pre-arranged visitors to the school.
- Family members dropping their children to school in the morning should enter and leave via the playground gates and should not enter the school building, unless accompanied by a member of staff.
- Visitors who attend the school site during the school day, or after school hours, must report to the school office / reception and should not enter the school via any other entrance. At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification if requested. Visitors will be asked to sign in on the electronic sign in system (which is kept by the school office/ reception), making note of their name, organisation, who they are visiting, car registration number and visitor badge number (where applicable). Visitors will be required to wear an identification badge, which must remain visible throughout their visit.
- The exception to this is if there is a school organised event which requires a large number of parents to enter the school e.g. through the hall external doors / via the playground gates / via the main office. In these circumstances, communication as to the place of entry for visitors will be communicated to visitors in advance, school leadership will be aware, and adults will be signed-in via paper records.
- Visitors are not permitted to use mobile phones on the school site, or to make or receive telephone calls unless advised this is allowed (e.g during class worships / productions). The taking of photographs is strictly prohibited, except where required for maintenance or repair purposes and only with the prior approval of, and in the presence of, the Site Manager. Should a visitor need to use a mobile phone, this must be done in the staff room or the school office. Any visitor observed using a mobile phone elsewhere on the school site must be challenged, and the incident must be reported to the Headteacher.
- Smoking, vaping, alcohol and drugs are not permitted on site.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. Written guidance will be provided to visitors containing this information.
- Visitors will be escorted to their point of contact OR their point of contact will be asked to come to the school office / reception to receive the visitor. The contact will then be responsible for them while they are on site.

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- Visitors are prohibited from having unsupervised access to pupils. This restriction does not apply to authorised Kent County Council staff, including social workers, social work assistants, NHS staff and Early Help workers, where prior agreement has been given by the school.
- In case of an emergency evacuation being required, visitors are to leave the school via the closest exit and meet at the assembly point in the school playground.
- In the case of an emergency invacuation being required, visitors should enter the closest classroom and follow staff instructions.
- Contractors and maintenance visitors should liaise with the site manager to ensure safe storage of tools and materials.
- On departing the school, visitors should leave via the school office and:
 - Enter their departure time in our electronic sign in/ out system alongside their arrival entry.
 - Return the identification badge to the school office/ reception.
- The exception to this is where there is a school organised event which requires a large number of parents to leave the school. In these instances, visitors should follow advice given by staff.

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

5.2 Unknown/ Unplanned 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 at the school.
- They should then be escorted to the school office / reception to sign in on our electronic system and be issued with an identity badge. The procedures in 5.1 then apply.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly.
- The Headteacher will consider the situation and decide if it is necessary to inform the police.
- If an unknown / 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.

6. Governors and Regular Volunteers / Parent Helpers

- All Governors and regular parent helpers must comply with the Disclosure and Barring Service by completing a DBS disclosure if they are in regulated activity with children.
- All Governors and parent helpers should follow the procedures as stated in 5.1.
- New Governors will be made aware of this policy and be familiarised with the procedures as part of their induction. This is the responsibility of the Headteacher.
- New parent helpers will be asked to comply with this policy at their induction meeting with the Lead DSL before coming into the school for an activity or class supporting role.
- Parents may be permitted to assist on an ad-hoc / occasional basis (e.g. giving a talk to a class about their hobby/job/ faith) as long as they are not left unsupervised with children. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked. Again, all parents should follow the procedures as stated above 5.1.

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- We determine eligibility for Enhanced DBS and Children's Barred List checks using the statutory definition of regulated activity (SVGA 2006 as amended by PoFA 2012) and DBS guidance.
"Unsupervised teaching/training/caring or supervision of children that is frequent (once a week or more), intensive (4 or more days in a 30-day period), or overnight is regulated activity and requires an Enhanced DBS with Barred List check."
- Supervised volunteers who are not in regulated activity may, following a written risk assessment, be subject to an Enhanced DBS (no barred list) at the school's discretion.
- Supervision of volunteers must be regular, day-to-day, and reasonable in all the circumstances.

7. Contractors / Local Community

Contractors and community members should follow the procedures set out in 5.1.

8. Staff Development

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

9. Linked Policies

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

- Child protection/safeguarding policy
- Health and safety policy
- Confidentiality policy
- Safer recruitment policy

Appendix 1 – Use of Mobile Phones in School Visitor Slip

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please **do not** use phones whilst on the school site. If you must use your phone, you may go to the staff room or main school office.
- Please **do not** take photographs or recordings of pupils other than your own child. We understand that other children may be unintentionally captured; however, in such cases, we ask that these images or recordings are not shared or uploaded to any media platforms.
- Should photographs or recordings be necessary for maintenance or repair purposes, these must be agreed in advance with the Site Manager and used in accordance with our Visitor Policy.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone / Visitor policy is available from the school office.

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