



Visitors Policy

B16

Dolphin School
inc. Noah's Ark Nurseries

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	August 2025
Next review:	August 2026

Introduction

Visitors are welcome to Dolphin School Trust and make an important contribution to the life and work of the school in many different ways. It is the school's responsibility, however, to ensure that the security and wellbeing of its pupils are not compromised.

Aim

To safeguard all pupils and staff under our responsibility when on the school site, during normal school hours, during after-school activities and on school organised (and supervised) off-site activities. The aim is to ensure Dolphin School Trust pupils are able to learn and enjoy extracurricular experiences in an environment where they are safe from harm.

All visitors are reminded that safeguarding and child protection is the school's highest priority. Visitors must immediately report any safeguarding concerns or disclosures to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

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, visitors and parents and conforms to safeguarding children guidelines as set by the DfE.

Staff are required to be familiar with DfE statutory guidance on *Keeping Children Safe in Education*.

Protocol and Procedures for External Visitors

Visiting Speakers

Please note that the Prevent statutory guidance requires that schools must have clear protocols for ensuring that all visiting speakers are suitable.

Therefore, if you are inviting a visitor to speak at school, you must seek support from the Senior Team to ensure their suitability. The content of their workshop, assembly, talk or lesson must be agreed prior to the day of the event. Areas such as the Prevent Strategy must be considered when visitors might be discussing areas which could relate to matters of extreme views such as race, religion, politics (not exclusively).

When inviting external visitors to the school they should be asked to bring formal photographic identification with them at the time of their visit and be informed of the following procedures: -

- External visitors must be asked to report to the Main Reception – visitors must not enter the school via any other entrance.
- Visitors must be accompanied at all times by a member of staff.

If visitors arrive before 08h00 or after 17h00 – they must still be directed to Main Reception and the Senior Team PA be informed of their arrival, in order to follow the procedures below. If no staff from the office are available, the member of staff with the visitor should sign them in.

- At Main Reception, external visitors will be asked to produce formal photographic identification and to sign in.

- External visitors will be required to wear a RED lanyard and Visitor's Badge.
- Please remember it is everyone's responsibility to challenge unknown and unsupervised personnel or visitors around the school.
- Reception will notify staff when their guest has arrived.
- Visitors will then be met and escorted by their point of contact. The contact will then be responsible for them while they are on site, ensuring the appropriate level of supervision.
- In case of a fire/emergency evacuation, the point of contact must ensure the visitor leaves the buildings and assembles at the designated point.

On departing the school, visitors should leave via Main Reception and sign out

General Guests

Guests may be invited into the school, including Governors, teachers from other schools or anyone being shown around the school.

Their appointment should be pre-booked with the member of staff inviting them into school. The member of staff will chaperone the guests during their entire visit and the guest will not be left with pupils unattended.

Guests should sign in, be given a visitors badge, and sign out on exit.

Should the fire alarm be raised during their visit, the member of staff is responsible for helping them to the assembly point and checking they are accounted for.

Visitor records will be kept securely for safeguarding and health and safety purposes.

External Visitors attending formal Open Days / weekly tours:

For these planned events, all visits have been pre-booked via Admissions.

Prospective parents on tours are directed to Reception where they are marked off against a register and badged by Reception.

Operational Staff:

All building / maintenance / grounds contractors and delivery people must sign in at the Reception and must be supervised at all times whilst on the school grounds unless they have been DBS checked.

The school will risk assess all contractors to determine the level of supervision required. Contractors working regularly or in unsupervised areas accessible to children will require an enhanced DBS check.

Parents Coming into School:

Any parents who need to come into school during the day must go to Reception and sign in via on arrival and sign out when leaving.

Parents attending functions and events do not need to sign in, unless requested to do so by the Senior Team greeting on arrival. Although parents attending large events (e.g., concerts, sports fixtures) are not individually signed in, staff supervision and safeguarding arrangements remain in place throughout.

These procedures exclude parents coming to watch sports fixtures.

Unknown/Uninvited Visitors to the School:

Any visitor to the school site who is not wearing a Visitor's Badge should be challenged politely to enquire who they are and their business on the school sites.

They should then be escorted to Reception to sign in and be issued with a Visitor's Badge.

In the event that the visitor refuses to comply, the Headteacher or Deputy Heads should be informed promptly and the visitor will then be asked to leave the site immediately.

The Headteacher/Deputy Heads will decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, he/she will be asked to leave the site immediately, and the visitor warned that if he/she fails to leave the school grounds, police assistance will be called for. The Headteacher/Deputy Heads will decide what further action to take that may include seeking legal advice or police contact.

Volunteer Helpers:

All volunteer helpers must sign in at Main Reception and wear a Visitor's Badge. They should sign out at the end of their volunteering session. Volunteers must be accompanied by a member of staff at all times.

Regular or unsupervised volunteers engaged in regulated activity will be subject to enhanced DBS checks, references, and safer recruitment procedures in line with KCSIE 2025. Occasional, supervised volunteers may follow the sign-in and chaperone route outlined in this policy.

Any concerns relating to a volunteer helper MUST be dealt with immediately and the Headteacher or Designated Safeguarding Lead informed. The whistleblowing policy and practice must be applied.

Linked policies

This policy should be read in conjunction with our Safeguarding and Child Protection Policy.

All visitors must be made aware of the school's safeguarding procedures and understand that any concerns about a child's welfare must be reported immediately to the Designated Safeguarding Lead or Deputy DSL. The school maintains visitor logs and risk assessments in line with DfE requirements, and regular volunteers/contractors engaged in regulated activity will be subject to enhanced DBS checks. These procedures are designed to comply fully with Keeping Children Safe in Education 2025, Prevent Duty guidance, and ISI regulatory requirements.