



Nunnery Wood Primary School

Visitor Policy

Date of Review	11 th May 2026
Date of Next Review	11 th May 2029
Reviewed by	Local Governing Body
Signature of Chair	<i>Lee Houghton</i>

NUNNERY WOOD PRIMARY SCHOOL

Visitor Policy (Safeguarding)

1. Statement of Intent

Nunnery Wood Primary School is committed to safeguarding and promoting the welfare of all children. We recognise that visitors make a valuable contribution to school life; however, the safety of pupils, staff and visitors is our highest priority.

This policy outlines the procedures and expectations for all visitors to the school to ensure our safeguarding arrangements are robust, consistent and compliant with statutory guidance, including **Keeping Children Safe in Education (KCSIE)**.

2. Scope

This policy applies to **all visitors**, including but not limited to:

- Parents and carers
- Professionals (e.g. advisors, therapists, inspectors)
- Contractors and maintenance workers
- Volunteers
- Governors
- Supply staff
- External providers and organisations

3. Safeguarding Principles

- Children have a right to feel safe and protected at all times
- All visitors are expected to act in a manner that upholds the school's safeguarding culture
- Staff remain responsible for children's safety even when visitors are on site
- No visitor should have unsupervised access to pupils unless appropriate safeguarding checks have been completed

4. Arrival and Identification

All visitors must:

- Report to the **school office** immediately upon arrival
- Sign in using our visitor signing-in system
- Wear a **visitor identification badge** at all times whilst on site
- Sign out when leaving the premises and return their badge

Visitors who do not follow this procedure may be challenged by staff.

5. DBS and Safeguarding Checks

5.1 Visitors with DBS Clearance

Visitors who work regularly with children (e.g. volunteers, trainee teachers, supply staff) must have:

- An **enhanced DBS check**, including barred list where appropriate
- Their details recorded on the school's **Single Central Record (SCR)**
- Completed safeguarding induction as required
- Will wear a blue lanyard

5.2 Visitors without DBS Clearance

Visitors without DBS clearance (including parents helping with events, contractors, or professionals attending short meetings):

- Must **not be left alone with pupils**
- Must be **supervised at all times** by a member of school staff
- Will wear a red lanyard

5.3 Contractors

Contractors must:

- Follow school safeguarding procedures
- Be supervised unless evidence of DBS clearance has been provided
- Avoid contact with pupils where possible
- Sign in and wear identification
- Will wear a yellow lanyard if DBS checked

6. Safeguarding Induction for Visitors

All visitors will be:

- Made aware of the school's safeguarding expectations
- Informed of the **Designated Safeguarding Lead (DSL)** and deputies
- Given guidance on what to do if they have a safeguarding concern
- Expected to read and comply with the school's **Visitor Safeguarding Leaflet** (where provided)

7. Professional Conduct and Behaviour

Visitors are expected to:

- Treat pupils, staff and other visitors with respect
- Act as positive role models
- Maintain professional boundaries at all times
- Use appropriate language and behaviour
- Respect confidentiality and data protection

The school will not tolerate behaviour that breaches safeguarding expectations, including intimidation, inappropriate language or physical contact with pupils.

8. Use of Mobile Phones and Photography

- Visitors must not use mobile phones or smart devices to take **photographs or videos** of pupils
- Any authorised photography must be approved by school leadership
- Phones should be out of sight – in pocket/bag- on silent.

9. Safeguarding Concerns

Any visitor who:

- Observes concerning behaviour
- Receives a disclosure from a child
- Notices a safeguarding risk

Must report this immediately to the Designated Safeguarding Lead or a member of the Senior Leadership Team.

Visitors must not investigate concerns themselves.

10. Breaches of Policy

Failure to comply with this policy may result in:

- Being asked to leave the premises
- Restriction or prohibition from entering the school site
- Referral to appropriate authorities if concerns are serious

11. Monitoring and Review

This policy will be reviewed:

- Annually
- In response to changes in legislation or statutory guidance
- Following any significant safeguarding incident

Designated Safeguarding Lead (DSL):

Name: Richard Bidwell

Deputy Safeguarding Leads:

Names: Rachel Higgins, Polly Anderson, Lindsey Salisbury, Kerry McCluskey

Date May 2026