



LACON CHILDE SCHOOL

VISITORS TO SITE POLICY

DATE POLICY WAS APPROVED	December 2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILTY FOR REVIEW	Headteacher



Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

“CEO” includes the Chief Executive Officer

“CFOO” includes the Chief Financial Officer

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Local Governing Bodies (LGB)” are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the board and ensuring its effectiveness.

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Overview

This guidance is intended to help schools manage visitors in a way that ensures the safety of students and staff on the school site. The responsibility for this lies with the Headteacher, Senior Leadership Team and the Local Governing Body (LGB).

Guidance and Responsibilities

The Headteacher and Chair of the LGB are responsible for implementing this guidance and managing visitors to the school. The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school. All staff should be made aware of this guidance and that it applies to all visitors equally. Staff will be made aware of the coloured lanyard protocols for when they see an adult or visitor on the school site (Appendix A).

Types of Visitor

There are a number of different types of legitimate visitors to a school:

- All staff employed by Four Stones Gateway Trust;
- All external visitors entering the school site during the school day or for after school activities including peripatetic tutors, sports coaches, and topic related visitors (e.g. authors, journalists etc);
- All members, trustees, and governors of the Trust;
- All parents/carers and volunteers;
- All students;
- Other education related personnel;
- Building, maintenance, and all other independent contractors visiting the school premises; and
- Independent contractors who may transport students on minibuses, coaches or in taxis.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard students, the reputation of the school and the visitor. For planned visits where visitors will be coming into contact with students, a visitors form should be completed and sent to the Headteacher for approval (see Appendix B). Where appropriate, risk assessments should be undertaken. The Headteacher or Senior Leadership Team should be aware of visits in advance.

Procedures for Visitors

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to Reception first and not enter the school via any other entrance. If a visitor inadvertently arrives via another entrance, they should be escorted by a member of staff to the Reception area.
- At Reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce photo ID/formal identification.
- All visitors will be asked to sign in and will be issued a visitor's lanyard/pass, Reception staff must explain the fire evacuation procedure and site rules.
- The visitor's lanyard/pass should be worn and displayed prominently. Visitors should wait in the Reception area until an appropriate member of staff meets them to be escorted to their destination.
- A member of staff should accompany all visitors. Visitors should not be alone with students unless this is a legitimate part of their role.
- All visitors will be given a safeguarding leaflet to read and keep whilst on the school site. The leaflet outlines to whom a visitor should report any safeguarding concerns.
- On departing the school, visitors should leave via Reception, sign out of the building, return their visitor lanyard/pass, and be seen to leave the premises. School Reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.
- If a regular visitor to the school does not have DBS clearance (e.g. ex-student carrying out work experience), this will be referred to the Headteacher for approval. If the visitor is allowed onto the premises, it will be made clear to this individual that they must be accompanied by a member of staff at all times and they must not have unsupervised activity with students.

Unknown, Uninvited, or Malicious Visitors to the School

Any visitor to the school site who is not wearing an identity lanyard should be challenged politely by staff and escorted to Reception to sign in and be issued with a visitor's lanyard/pass. Failure to comply should result in them being asked to leave the site and the Headteacher or the Senior Leadership Team informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Staff from Other Agencies (e.g., supply staff)

Prior to appointment, we will request 'written notification' from an agency that the member of staff has a DBS 'Enhanced with barred list information' check. Therefore, it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with students. On arrival, the agency staff will be asked to produce photo ID which will be checked against the information provided and will then be escorted to meet the Head of Department (where possible) and the classroom(s) they are covering.

Contractors

For building or maintenance contractors the school will establish a formal agreement regarding access to specific areas of the building. For many building projects, physical separation (e.g., fencing off the work areas) will provide additional safeguards.

All long-term contractors attending our site will be given information about the safeguarding children arrangements in place prior to coming into the school or before any direct contact with students.

- **During the school day in term time (8.00am until 4.00pm):** All contractors must sign in at Reception and be issued with the correct coloured lanyard – either red or yellow (see Appendix A). If red, contractors will be accompanied by a member of the site team at all times. A yellow lanyard will be issued where all the necessary DBS checks have been completed before the contractor begins work in school (see the Approved List section below).
- **Outside of the school day (before 8.00am and after 4.00pm):** All contractors must be met in Reception by a member of the site team who will sign them in, check they are on the Approved List and then issue them with the appropriate lanyard as above. If they are on the Approved List, then the contractors do not need to be accompanied by a member of the site team at all times. However, if they are not on the Approved List then the contractors must be accompanied by a member of the site team at all times.
- **During the school holidays:** All contractors must be met in Reception by a member of the site team who will sign them in and show them to their designated work area. The member of the site team will share a mobile phone number with the contractor so they can be contacted if needed. The site team will periodically check on the contractor throughout their time on site. When the contractor is ready to leave, they will phone the site team on duty and be signed out.

Approved List (including contractors and supply staff who we use on a regular basis).

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school. To qualify for the Approved List the visitor must have demonstrated, prior to the visit, that they have: the appropriate level of DBS check which has been registered on the school's single central record (SCR); and they have read and understood the information about the safeguarding children arrangements. Visitors on the Approved List must follow the same procedures on entry to the premises (i.e., come to Reception and sign in). A copy of the Approved List will be kept behind Reception at all times.

Staff employed to work in the Trust's Executive and/or Central Team

Please refer to the guidance issued to all Reception staff.

Members, Trustees and Governors

All Members and Trustees of the Trust and Governors of the school have the appropriate level of DBS check and this is recorded on the relevant SCR. Visits during the school day should follow the protocols in 'Procedures for Visitors'.

Trainee Teachers

As with other visitors who have been checked by an external organisation, the school will receive written notification that appropriate checks have been made. If tutors of trainee teachers do not have unsupervised contact with students, they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made. This will then be recorded on the SCR.

Parents/Carers and Relatives

Keeping Children Safe in Education says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as students' relatives or other visitors attending so these visitors will be escorted/supervised. For larger events such as sports day, the Headteacher should use their professional judgement about the need to escort or supervise visitors.

Ofsted

The policy is to ask Ofsted staff for photographic ID on arrival, and they will follow the usual signing in procedures. However, we do acknowledge that Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check.

Raising Awareness of Visitor Safety with Students

Staff and students will be reminded on a regular basis that they should remain with a red lanyard visitor and not wander off/leave an area which is not supervised by a member of staff. Staff will also be reminded that anyone without a lanyard or wearing a red lanyard and unsupervised, should be escorted to Reception. Students will be instructed to alert the nearest member of staff, so that the adult can approach the visitor and as above, escort to Reception.

Concerns Related to a Visitor

Staff and students will be reminded on a regular basis about who they should report concerns to or go to for help and advice if they have concerns about a visitor. Concerns should be reported a member of SLT or to the designated senior leader for safeguarding. Any issues regarding the suitability of visitors to the school should be noted by the designated senior leader for safeguarding and promptly brought to the attention of the Headteacher.

Visitors Departing the School

On departing the school, visitors should leave via Reception, sign out of the building, return their visitor lanyard/pass and be seen to leave the premises. School Reception staff will check the 'in/out' records regularly to monitor compliance with these procedures.

Lanyards at Lacon Childe: Who wears what?

The safeguarding of our students is everyone's responsibility at Lacon Childe School. The safeguarding lanyard system is a measure that helps to keep our students safe in school.



VISITOR

Visitors wearing a **RED** lanyard must be supervised by a member of school staff at all times.

Visitors seen to be without a member of staff with a **RED** lanyard should be escorted back to Main Reception.



**APPROVED
VISITOR**

Visitors wearing a **YELLOW** lanyard are approved and therefore permitted on site without a member of staff.

Staff should aware that this visitor is a guest and may need assistance or direction when on site.



STAFF

MULTI-COLOURED lanyards (Trust colours) are issued to all staff across the Trust including the Executive and Central team employees and must be worn at all times.



GOVERNOR

BLACK lanyards are issued to all governors across the governor board and must be worn at all times.

Appendix B: Visiting Speaker/Performer Form

Date of Event	
Time of Event	
Purpose of speech/ performance (including year groups involved)	
Name of speaker/performer and organisation How did you become aware of this visitor?	
Brief biography of speaker/performer/ organisation (continue on additional page if necessary)	
Confirm that research (e.g.: internet search) has been carried out on the speaker/event, and the organisation they are affiliated to – record detail	
Name of link person to liaise with school	
Contact details for link person	
School staff member responsible for visit / supervision	
Venue/Room	
Authorisation by Headteacher: Having assessed the level of risk I am satisfied that this speaker/visit is suitable and that the planned event can go ahead. OR Having completed this risk assessment I have reflected on the evidence and made the decision that this visit MUST NOT go ahead. (Headteacher to take appropriate action)	 (sign and date) Event MUST NOT go ahead and has been cancelled by the Headteacher. (sign and date)
Confirm that you agree to ensure that the speaker is accompanied at all times, whilst on the premises	YES NO Detail:

If speaker/performer will be unaccompanied at any time or if they are likely to visit again in the future, please supply the following details:

DBS	
Position/job disclosure covers:	
Name of Employer:	
Name of Registered Body:	
Date of DBS Certificate:	

This is to confirm that all information communicated by the speaker/performer is lawful and will not undermine the values and ethos of the school.

Signed by Headteacher		Date:	
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Post visit feedback:

Visiting Speaker/Performer Agreement

We understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our children and young people we expect all visiting speakers to read and adhere to the statements below.

- any messages communicated to students support fundamental British Values and our school values;
- any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups, or individuals;
- any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies;
- activities are properly embedded in the curriculum and clearly mapped to schemes of learning to avoid contradictory messages or duplication;
- activities are matched to the needs of students;
- visitors will also be accompanied by a member of staff at all times.

Signed:.....

Date: