



## **ALBOURNE C.E. PRIMARY SCHOOL**

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# Visitors' Policy

**Approved by:** Full Governing Body

**Date:**

**Next review due by:** September 2025

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**Visitors' Policy**  
**Albourne CE Primary School**

The visitors' policy is for the safety of our pupils, staff and all those visiting our school. Whatever your reason for spending time with us, we hope that you will feel welcome and that your needs will be appropriately met.

Throughout the year many people visit our school. They range from parents, governors, supply teachers, health workers, technical support staff, and representatives of other external agencies through to sales people and contracted workers dealing with repair, maintenance and building matters. The information below is provided to all visitors to the school. All our procedures aim to keep our pupils, staff and visitors safe and is based on Ofsted guidance relating to safeguarding.

Parents, governors and visitors are required to report to the office entrance and sign in.

- All visitors must wear a visitor's badge (and governors, a governor badge).
- Any visitors on site who are not recognised, or who are not appropriately badged will be politely approached by staff and accompanied to the reception desk for registration.
- Albourne C of E Primary School reserves the right to refuse entry or to terminate a visit at any time.
- Everyone arriving at school is required to sign in and a member of staff will assist visitors with this process.

Signing in ensures that the school has a clear record of who is on the school site at any given time. This is vital in the event of an emergency evacuation of the school buildings, to ensure that everyone is safe and accounted for.

The school is mindful of the degree of access to children that each visitor has.

**Regular visitors** such as peripatetic teachers, sports coaches, LA employees, school nurses and volunteers must meet all statutory checks and requirements before visiting/ working / helping at the school.

Unless the visitor is a regular visitor and known to the school (i.e., all statutory checks and all statutory/ legal requirements are in place), their identity will need to be confirmed. All such visitors will be required to have enhanced DBS clearance (see DBS and List 99 procedure).

If the clearance is not held by the school, the school will require confirmation that appropriate clearance has been obtained and the visitor will wear a badge issued by the organisation holding their DBS clearance.

**Builders, gardeners, maintenance related people, people working on computers/ IT or other equipment and school inspectors (Ofsted and Section 48/SIAMS inspectors):** Unless the visitor has previously produced all relevant and necessary statutory evidence/ documentation - their identity will be confirmed and the authority of the member of staff who has authorised their visit will be obtained before they can be on the school site. They will then be issued with a visitor badge and lanyard. They will be supervised whilst children are on the premises (unless a verified

school inspector). The amount of supervision required will be dependent on the visitors' actual or potential proximity to children and the school's knowledge of them.

**Escorted visitors** - parents and guardians, prospective parents, job candidates, other people who want to see the school or talk to members of staff and anybody not in the above categories will be accompanied at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency will be offered an escort. If such people are regular visitors and would not otherwise need to be accompanied, the school will consider improvements to accessibility.

This policy does not apply to audiences at performances in the school hall and similar events. N.B. the school hall has a fire exit door, giving direct access to the school driveway and two further paths providing direct exit routes from the school site.

A person making a delivery is not classed as a visitor and therefore is not required to sign in. Deliveries are to be left at the office.