Evergreen
Primary Academy

School Visitors Procedures
September 2026
Review date: September 2027

1. Purpose

Evergreen Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, visitors, contractors and external agencies to share this commitment.

The purpose of this procedure is to establish clear arrangements for the management of visitors and contractors on the academy site, ensuring that pupils are safeguarded at all times and that the security, safety and wellbeing of pupils, staff and visitors are maintained.

The Academy recognises the valuable contribution that visitors make to pupils' educational experiences and welcomes opportunities to engage with parents, carers, professionals, community groups and external organisations. However, the Academy also acknowledges its statutory responsibilities under safeguarding and health and safety legislation and must ensure that all visitors are appropriately managed and supervised.

This procedure should be read in conjunction with the Academy's Safeguarding and Child Protection Policy and reflects the requirements of **Keeping Children Safe in Education (KCSIE) 2026**, safer recruitment guidance and relevant trust procedures.

2. Principles

The welfare of the child is paramount.

The Academy will take all reasonable steps to ensure that:

- Visitors are appropriately identified and authorised before entering the school site.
- Suitable safeguarding arrangements are in place for all visitors.
- Pupils are protected from potential harm and abuse.
- Visitors understand their safeguarding responsibilities whilst on site.
- Staff are aware of their responsibilities in relation to supervising and challenging visitors.
- Appropriate risk assessments are undertaken where required.
- Access to pupils is strictly controlled and monitored.

The Academy adopts a culture of professional curiosity and vigilance and will not permit complacency in matters relating to safeguarding and child protection.

3. Scope

This procedure applies to all individuals visiting or working on behalf of the Academy including, but not limited to:

- Teaching and support staff employed by the Academy or Trust.
- Supply teachers and agency workers.
- Academy Councillors and Governors.

- Volunteers and parent helpers.
- External education providers.
- Peripatetic teachers and coaches.
- Healthcare professionals.
- Local Authority and Trust representatives.
- Contractors, consultants and maintenance personnel.
- Guest speakers and curriculum visitors.
- Inspectors and auditors.
- Members of the public attending meetings or events.

The procedure applies at all times when the Academy has responsibility for pupils, including:

- During the normal school day.
- Before and after-school provision.
- Extra-curricular activities.
- Holiday activities.
- Educational visits and off-site activities organised and supervised by the Academy.

4. Roles and Responsibilities

Principal

The Principal has overall responsibility for ensuring the effective implementation of this procedure and for maintaining appropriate safeguarding arrangements for visitors and contractors.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- Overseeing the safeguarding aspects of this procedure.
- Providing appropriate safeguarding information to visitors when required.
- Advising staff on supervision requirements.
- Responding to safeguarding concerns relating to visitors.
- Ensuring that visitor management arrangements remain compliant with statutory guidance.

All Staff

All staff are responsible for:

- Maintaining vigilance regarding site security.
- Challenging any individual who is not displaying appropriate identification.
- Reporting concerns immediately to the Principal, DSL or a senior leader.
- Ensuring that visitors are appropriately supervised where required.
- Upholding safeguarding expectations at all times.

5. Visitor Management Procedures

Planned Visitors

All visits should be arranged in advance wherever possible.

The member of staff organising the visit must ensure that reception staff are informed of:

- The visitor's name.
- Their organisation.
- The purpose of the visit.
- The expected date and time of arrival.

Upon arrival, all visitors must:

1. Report to the main reception and enter the Academy via the designated entrance only.
2. State the purpose of their visit and the member of staff they are visiting.
3. Provide photographic identification if requested.
4. Sign in using the Academy's electronic visitor management system.
5. Wear the visitor identification badge issued by reception at all times whilst on site.
6. Read and acknowledge the visitor safeguarding information provided by the Academy.

Visitors will be informed of:

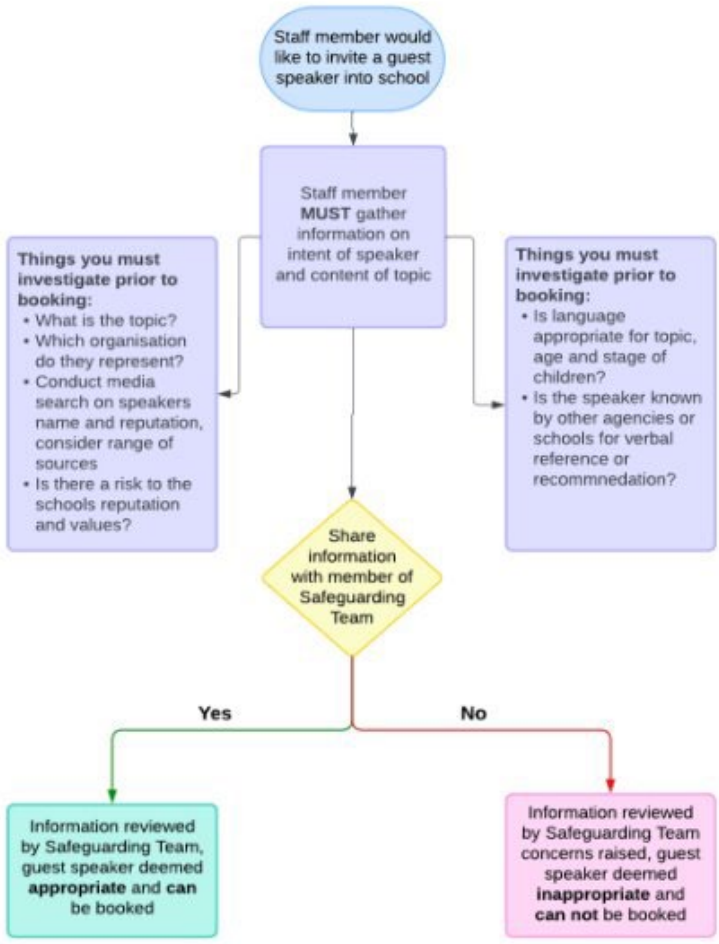
- The identity of the Designated Safeguarding Lead and Deputy DSLs.
- Procedures for reporting safeguarding concerns.
- Fire evacuation and emergency arrangements.
- Expectations regarding confidentiality, conduct and professional boundaries.

The hosting member of staff is responsible for ensuring that visitors are appropriately supervised and understand the expectations placed upon them whilst on site.

Upon departure, visitors must:

- Sign out using the visitor management system.
- Return their visitor badge.
- Leave the site via the main reception area.

Staff members who are planning to invite a visitor into school will follow the following flowchart:



No content should be shown to children without being reviewed by a staff member first.

Summary guidance:

- Complete due diligence which involves identity and background checks
- Meet visitor to discuss the visit and ensure the content aligns with the Academy's ethos
- Safeguarding compliance
- Reputational Assessments
- Review Post visit
- Ask visitors for a letter of assurance and forms of ID
- Visit summary and risk assessment checked and signed off by Principal and /or Vice Principal

Safeguarding Verification

Visitors who have not been subject to appropriate safeguarding and suitability checks must not have unsupervised access to pupils. The existence of a DBS certificate alone does not automatically authorise unsupervised work with children. The Academy will determine appropriate levels of supervision following a risk assessment and in accordance with KCSIE 2026 and Trust guidance.

6. Unplanned or Unauthorised Visitors

Any person on site who is not displaying an authorised identification badge should be approached politely and challenged appropriately.

Staff should:

- Establish the individual's reason for being on site.
- Escort the individual to reception where necessary.
- Inform a member of the Senior Leadership Team if concerns remain.

Any individual who refuses to comply with Academy procedures will be asked to leave the premises immediately.

Where behaviour causes concern, is threatening, aggressive or gives rise to safeguarding concerns, the Principal or senior leader on duty will determine whether police assistance is required.