Leverhulme
Church of England and Community Trust

School Visitors Procedure

September 2026

Document control

Current version	Previous version	Summary of changes made
V1 created September 2022		
V2 updated March 2025		Section added to “other visitors”
V3 updated May 2026	2.10 The school reserves the right to refuse admission to visitors on reasonable grounds including those of health and safety or child protection.	2.10 The school reserves the right to refuse admission. Appendix 1 added – Initial Assessment Form

1 Introduction

1.1 Visitors are welcome to the schools within Leverhulme Academy Trust and contribute to the life and work of the schools in many ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is each school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The schools are equally responsible to the whole school communities for ensuring that visitors comply with these procedures.

1.2 The schools recognise that there can be no complacency where child protection and safeguarding procedures are concerned. The schools therefore require that **ALL VISITORS** (without exception) comply with the following procedures. Failure so to do may result in the visitor's escorted departure from the school site.

1.3 This guide should be read with the following policies and guidance:

- The Safeguarding and Child Protection Policy
- Prevent duty guidance - Home Office
- Keeping Children Safe in Education - DfE

2 Visitors to a School within Leverhulme Academy Trust

2.1 All visitors must report to reception first via the main visitor entrance. No visitor is permitted to enter the school via any other entrance under any circumstances.

2.2 At the main reception, all visitors must state the purpose of their visit and who has invited them.

2.3 All visitors will be required to verify their identity to the satisfaction of the reception staff.

2.4 If the visitor is unknown to the school, we will check their credentials, reason for visiting and their point of contact before allowing them to enter the school. Visitors should be ready to produce formal identification.

2.5 Visitors are expected to sign in to Inventory and a member of the reception staff will issue a visitor's badge. The visitor's badge will be issued with either a green or red lanyard, depending on clearance (see below). This must remain visible throughout their visit.

2.6 A member of reception staff will also provide important safeguarding, health and safety, fire and personal property information.

2.7 Visitors will not be allowed to move about the site unaccompanied unless they are registered on our approved visitor list. In this case, they will be issued with a green lanyard. Any other visitors will be issued with a red lanyard to indicate that they should be accompanied by a member of staff at all times.

2.8 Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.

2.9 On departing the school, visitors should leave via the main school reception, sign out of Inventory and return their visitor's badge.

2.10 The school reserves the right to refuse admission.

3 Approved Visitor List (including third party staff)

3.1 The school holds an approved visitor list for visitors who frequently visit the school site to undertake work within the school. This includes agency staff, third party staff, contractors, volunteers and self-employed staff.

3.2 To qualify for this list the third party or organisation providing the visitor must provide prior written notification that:

a) Any individuals visiting the school have a current clear enhanced DBS check with children's barred list check

b) The providing organisation has carried out any checks on any individual who will be visiting the school that the school would otherwise perform.

3.3 Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. report to reception on arrival, sign in to Inventory and be issued with a visitor's badge).

3.4 If the providing organisation have confirmed the above, reception staff will not ask to see the DBS certificate, but they will ask for photo ID to ensure that the person presenting themselves is the same person on who the checks were made.

3.5 The approved visitor list is electronic and can be accessed by reception staff at all times.

3.6 In order to ensure their visitor is on the approved visitor list, staff intending to request to use the services of anyone from a third party organisation or a contractor (i.e. anyone not employed directly by the school) or a volunteer, or a self-employed worker must complete an initial assessment form as soon as possible and in advance of anyone coming on site, and return it to the HR department, so that appropriate permission can be obtained and the relevant checks can be carried out.

3.7 In the case of contractors, a contractor management form must be completed prior to any work starting. The contractor management form enables the School to ensure that any contractor or any employee of the contractor who is to work at the School has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check including children's barred list information. The School will also always check the identity of any contractor on arrival at the School.

5. Other visitors

5.1 All other visitors, including visiting speakers will be accompanied by a member of staff at all times and will be issued with a visitors' badge on a red lanyard.

5.2 Staff intending to request to use the services of a visitor or visiting speaker must complete an initial assessment form (appendix 1) as soon as possible and in advance of anyone coming on site, and return it to the HR department, so that appropriate permission can be obtained and the relevant checks can be carried out.

5.3 We will not invite into the school any visitor or visiting speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

5.4 When organising an event or visit from an external visitor or speaker, the school will ask for the following details:

- Details of the exact purpose of the visit
- Brief description of what the speaker / visitor intends to cover (in some circumstances the school may also request a copy of the visitor's presentation and / or footage in advance of the session to ensure it is appropriate to the age and maturity of the students in attendance and does not undermine British values or the ethos and values of the school
- Name and contact details of the visitor
- Start and end time of the event
- Brief biography of the visitor

The school will consider whether any vetting requirements or risk assessments are considered appropriate in the circumstances, which may include a DBS check if relevant.

Any failure to disclose the full details of an external speaker or visitor may result in cancellation. The school will check all speakers' details, reputation, status, group links and other connections prior to the visit and would expect any organisation providing a visiting speaker or visitor to identify any potential issues prior to the arrangement of the visit.

A member of school staff will be present during the visit / talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Head of School / Headteacher as soon as reasonably practicable after the talk/visit.

6. Unknown / uninvited visitors to school:

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

6.2 They should then be escorted to reception and the procedures under section 2 above will then apply.

6.3 In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Leadership Team informed.

6.4 The Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police.

6.5 If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for

6.6 Staff should not place themselves in danger and could alert the reception desk or a member of the SLT team before approaching the visitor if they have any concerns. They may also decide not to approach the visitor alone.

6.7 Any visitor to the school site who is wearing a visitors badge with a red lanyard (indicating that they should be accompanied around the site) but is unsupervised should also be challenged politely to enquire who is supervising them.

Appendix 1

INITIAL ASSESSMENT FORM

THIRD PARTY ORGANISATIONS / VOLUNTEERS / SELF-EMPLOYED

If you intend to use the services of anyone from a third party organisation or a contractor (i.e. anyone not employed directly by the School) OR a volunteer or a self-employed worker, please complete this form as soon as possible and return it to HR.

Examples: peripatetic music teachers, building contractors, school nurse, IT engineers, chaplain, maintenance contractors etc.

We need to ensure that anyone who is to work at the School has been subject to the appropriate safer recruitment checks (as outlined in the DfE statutory guidance document, Keeping Children Safe in Education), including the correct level of DBS check (where this is necessary or appropriate) and that the appropriate supervision is in place whilst on the premises, if required.

Checks must be completed prior to the individual starting at the School. Under no circumstances should anyone for whom no checks have been obtained be allowed to start work or be unsupervised on site. Therefore, please complete this form as soon as possible, so we can determine which checks are required.

In the case of a third party organisation / contractor, it will be the responsibility of company to provide written confirmation that the same checks the School would otherwise perform have been undertaken. We will contact the organisation to obtain this information. In the case of volunteers or self-employed, the School will treat these individuals the same as if a new member of staff was starting, and all usual pre-employment safer recruitment checks will need to be completed.

Basic details:

Name(s) of individual(s):	
Role(s) to be carried out in school:	
Reporting manager in the school:	

If third party organisation / contractor:

Name of company:	
Name of contact at company:	
Email address:	
Phone number:	

If self-employed or volunteer:

Email address:	
Phone number:	

Further details:

Proposed start date:	
Proposed end date:	
<u>Working pattern</u> How often will they be in school? (e.g. once a month for a tutoring lesson / every day for 2 weeks for building work / once a month to service photocopiers / specific dates across the year etc.) Please include as much detail as possible.	

Will they be on site during term-time?	
Will there be opportunity for contact with students?	
Will the individual be left unsupervised?	
If it is intended that they will be supervised at all times, please detail who will be responsible for supervision:	

Signed:

Name:

Date: