Ravensdale Infant & Nursery School



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Ravensdale Infant and Nursery School

Visitor Policy

Signed by:

L. Blanchenot	Headteacher	Date:	October 2026
D. Liddane	Chair of governors	Date:	October 2026

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Statement of intent

This policy is designed to outline Ravensdale Infant and Nursery School's procedures regarding visitors to the premises. For the purposes of this policy, the term visitors also refers to contractors and volunteers.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE (2023) 'Keeping children safe in education 2026'
- Childcare Act 2006
- Education Act 1996
- DfE (2021) 'Prevent duty guidance'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office. Contact can be made by telephoning the school office on 01332 513862 or by emailing the school on admin@ravensdalei.derby.sch.uk

Teachers, or other staff members, arranging visitors to the school for educational purposes will record on the school calendar the date and time of any proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they are from where applicable. This information will then be passed onto the school office team. All details will then be passed on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/ other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the Senior Leadership Team (SLT).

Parents/ carers are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent/ carer arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

3. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

The school will hold details of regular visitors to the school who have been DBS checked by their organisation. The school will retain, when appropriate, letters of assurance from those organisations, confirming that the correct checks have been made on those individuals.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will adhere to the Safeguarding and Child Protection Policy at all times when managing the risk of potential harm to pupils from visitors.

4. Visiting procedures

All visitors to the school, including parents/ carers, contractors and volunteers will comply with the following procedure:

- Immediately report to the school reception area on arrival
- Provide their details to the school office staff, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/ staff member who arranged the visit
- Sign-in using the digital visitors' book – Entrysign
- Receive and retain a safeguarding leaflet upon entry to the school
- Display ID badges provided at all times while on school property
- Sign-out using the digital visitors' book upon departure
- Return ID badges to the school office before departure

Visitors will be made aware of relevant school policies, including those in relation to safeguarding, reporting a concern, health and safety and emergency procedures.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

5. Exceptions

Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in the visiting procedures section of this policy.

Anyone attending school events must keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

6. Unidentified individuals

It is the responsibility of all staff members and the pupils to politely question any individual who enters the school premises unaccompanied and/ or without a clearly displayed name badge.

Any such visitors will be escorted to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher/ DSL will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Parent/ Carer/ Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents/ carers or other visitors.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to issue a banning order for the individual in question.

8. Monitoring and review

This policy will be monitored and reviewed on an annual basis by the headteacher. The next scheduled review date for this policy is October 2027.

Amendments to the policy will be communicated to all relevant stakeholders.

Visitor Self-declaration Form

At Ravensdale Infant and Nursery School we feel it is important that **all** visitors to our site understand and adhere to our principles and procedures, as outlined within this policy.

All visitors must complete this self-declaration form at the school reception prior to entering the school site, agreeing to follow our school procedures put in place to keep themselves, our pupils and staff safe.

Please note: if you do not agree to the school's procedures**, you will not be permitted to enter the school site.** Visits may need to be rearranged in this case.

Declaration

I agree to: (please tick all boxes)

- Follow the school's safeguarding procedures ☐
- Follow the school's conduct procedures ☐
- Follow the school's procedures regarding the use of mobile phones ☐
- Follow the school's procedures regarding confidentiality ☐
- Follow the school's visiting procedures ☐

Name	
Vehicle Registration number	
Contact number	
Company (if applicable)	
Reason for visit	
Signed	
Date	