



## SCHOOL VISITORS POLICY

**Policy Custodian:** *Deputy Head (Pastoral)*

**Approving Committee:** *SLT*

**Last Approved:** *May 2025*

The School will often host visitors onsite, from individuals known to the school coming in for specific appointments to large events involving the wider public. This policy lays out the processes and procedures that should be followed to ensure that the School community is kept safe and the risks of bringing visitors onsite are recognised, mitigated and controlled. It should be read and understood by all staff.

This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy, Visiting Speakers Policy (which covers the School's obligations under the Prevent Duty) and the Safer Recruitment Policy. If staff are unsure, then they should consult widely, key personnel being the Deputy Head (Pastoral) in their capacity as DSL, and of the Safeguarding Team, the HR manager and the Lettings Manager. Those planning events will also want to liaise with the usual support staff and consideration of the management of visitors to the School should be a standard part of their risk assessment and control measures, in the same way that fire, first aid and other considerations of safety will be.

If staff have a safeguarding concern or an allegation is made about a visitor harming or posing a risk of harm to children, they should speak to the Head Master.

Visitors to the school can report safeguarding concerns directly to the DSL on 01923 845515, by email to [safeguarding@mtsn.org.uk](mailto:safeguarding@mtsn.org.uk) or on 01923 845577 (out of hours)

### Unexpected Visitors

Ideally all visitors to the site will be invited and expected and the processes and procedures laid out in this document followed. However, unexpected visitors should follow the signs to Reception where they can be signed in and asked to wait in Reception until met and supervised by a member of staff. They will be given an "escorted visitor" lanyard and should be accompanied throughout their time onsite by a member of staff.

**Any member of staff encountering a visitor onsite without a lanyard or unaccompanied should escort them immediately to Reception.** They should also report this incident to the Safeguarding Team as soon as possible (who, when, where, what did you do).

### Visitors During The School Day

Visitors invited onto the School site during the School day should be asked to report to Reception where they will be signed in and the member of staff they are there to meet will be notified to come and collect them. They will be given an "escorted visitor" lanyard and should be accompanied throughout their time onsite by a member of staff. It is good practice to notify Reception in advance of any expected visitors.

In exceptional circumstances large groups of the public may come onto the School site during the School day for specific events (e.g. Inspection Day Parade, School Sports Day). In these instances it will not be practical to sign everyone in, escort them and give them lanyards. Rather alternative control measures will need to be implemented to ensure pupil safety and these should be discussed in detail with the DSL and Deputy Head (Co-Curriculum) and reflected in the specific event risk assessment.

For visitors who visit the school in a professional capacity e.g. social workers, the member of staff hosting the visitor should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks). The school does not need to see the certificate.

Any volunteer who works with the pupils more than once a term or anyone who works with the pupils in a paid capacity more than once a year should be entered on the Single Central Register (as opposed to being classed as a visitor).

### **Visitors Outside School Hours**

Visitors to the School site outside School hours should be required to follow the same processes as above. The exceptions are calendared events such as parents evenings, concerts, plays and other School events which bring many guests onsite. These events should only happen once the planning form has been completed and the proposal approved. Each event will require a Risk Assessment which will include control measures to protect pupils; typically these involve pupils being supervised and in designated areas, and areas of the School being sealed off to the visitors to minimise 'wandering'.

### **Visitors To External Facilities Only**

Many visitors to the School will only be visiting facilities outside the fenced perimeter (e.g. the OMT Clubhouse, Julian Hill Cricket Centre, Cricket Pavilion, games fields, astros). Pupil access to these areas is restricted within School hours and, when access is granted, their presence is supervised. There is no need to funnel visitors only visiting these areas through Reception and the processes described above. However, control of those coming onsite should be maintained at all times (e.g. OMT reunions on the Clubhouse cannot spontaneously have a tour of the School etc.),

### **Visitors from Other Schools (e.g. visiting teams and staff etc.)**

The School will regularly host groups of pupils and teachers from other schools. Whilst these do NOT need to be signed in at reception or visiting lanyards issued to accompanying teachers, control measures should still be in place to ensure that accompanying teachers are escorted and access to the School site restricted to necessary areas. Exceptions are those staff from St Helen's with whom the School has a reciprocal arrangement regarding HR checks – on this please do check with HR and/or the Deputy Head (Co-curricular) before proceeding with planning.

The School Safeguarding and Child Protection Policy applies to all children visiting the school and safeguarding concerns about visiting children should be reported to the DSL.

If in any doubt please consult with the staff referred to in the opening paragraphs. The principles that underpin the above are that no unsupervised member of the public should have access to pupils when they are in School and under school auspices.

Deputy Head (Pastoral)  
May 2025