

Langley Moor Schools Federation



Visitor Policy

Date of policy	September 2026
Review date	September 2027

Our schools are happy and inclusive. We have fun and enjoy learning.

We provide a safe and supportive environment where everyone can flourish and we challenge ourselves to be the best that we can be.

We value and nurture the strong relationships we have within our school family and our wider community.

We have high expectations of ourselves and:

We **celebrate** achievements in all aspects of school life.

We **support** everyone in our Federation family.

We **foster** a love of learning and curiosity.

We **develop** resilience, self-esteem and confidence.

We **build** a community based on respect, kindness and honesty.

Through these values we create lifelong memories of being part of the Langley Moor family.

1. Statement of Intent

Langley Moor Schools Federation is committed to ensuring a safe and secure environment for all pupils, staff, visitors and volunteers. The schools recognise that visitors can make a valuable contribution to school life; however, effective procedures must be in place to safeguard children and ensure the health and safety of everyone on site.

This policy outlines the arrangements for managing visitors and contractors, including safeguarding and fire safety procedures.

2. Aims

The aims of this policy are to:

- Safeguard all children from harm.
- Maintain a secure environment for pupils and staff.
- Ensure visitors are appropriately identified and monitored.
- Comply with safeguarding, health and safety and fire safety legislation.
- Ensure visitors understand emergency procedures.

3. Roles and Responsibilities

The Governing Board is responsible for:

- Ensuring that appropriate policies and procedures are in place to safeguard pupils and maintain a safe learning environment.

The Executive Headteacher and Federation Business Manager are responsible for:

- The implementation of this policy.
- Ensuring visitor procedures are consistently followed.
- Ensuring safeguarding arrangements are effective.
- Ensuring fire safety procedures are communicated to visitors.

Staff are responsible for:

- Challenging unidentified individuals on site.
- Reporting concerns regarding visitors to the Executive Headteacher (Designated Safeguarding Lead) or Deputy Safeguarding Leads.
- Ensuring visitors are escorted where appropriate.
- Supporting visitors during emergency evacuations.

4. Visitor Management Procedures

All visitors must:

- Enter the school through the main entrance.
- Report to the school office on arrival.
- Sign in using the visitor management system.
- Wear a visitor badge whilst on site. Following the traffic light code.

Green – DBS checked by the school

Amber – DBS check and ID sighted

Red – No DBS and must be escorted at all times

- Sign out when leaving.

Staff will challenge any individual not visibly wearing a visitor badge, as well as any visitor wearing a red lanyard who is not accompanied by a member of staff.

Visitors must not enter classrooms or other areas of the school without authorisation.

5. Safeguarding Arrangements

The Federation is committed to keeping children safe and follows all statutory safeguarding guidance.

When signing in, visitors will be:

- Provided with safeguarding information.
- Made aware of the Designated Safeguarding Lead (DSL) and Deputy DSLs.
- Informed of reporting procedures should they have a concern about the welfare of a child.
- Given information about professional conduct expectations whilst on site.

The Federation will ensure that:

- Appropriate safeguarding checks are completed for volunteers and regular visitors.
- Visitors who have not completed the necessary safeguarding checks will be supervised and accompanied throughout their visit. If suitable supervision is unavailable, access to the site will be refused.
- Contractors are risk assessed before undertaking work on site.

- Any safeguarding concerns relating to visitors will be addressed in line with the appropriate Federation safeguarding policy, investigated as appropriate, and accurately recorded and reported in accordance with procedures.

The Federation will not permit visitors to:

- Visitors are prohibited from having unsupervised access to pupils unless all required safeguarding checks have been completed and authorisation has been granted by the Executive Headteacher.
- Visitors are prohibited from taking photographs or videos of pupils without prior permission.
- Visitors are prohibited from accessing confidential pupil information unless authorised to do so.

6. Contractors and External Agencies

The Federation will ensure that contractors:

- Sign in and out on arrival and departure.
- Wear appropriate identification.
- Comply with safeguarding procedures.
- Are informed of emergency evacuation arrangements.
- Provide risk assessments and relevant documentation where required.

Where contractors are working during school hours, the school will assess whether additional supervision or safeguarding controls are required.

7. Parent and Family Events

The Federation welcome parents, carers and family members to attend events such as stay and plays, celebration assemblies and sports days. To ensure the safety and wellbeing of all pupils, parents and carers must:

- Enter the school through the designated entrance and sign in where required.
- Follow instructions given by staff, at all times.
- Remain within the areas designated for the event and must not access other parts of the school unless authorised.
- Remain responsible for supervising any younger children accompanying them.
- In the event of an emergency, follow staff instructions and proceed to the designated assembly point.

- Photographs and recordings may only be taken in accordance with the school's photography and data protection procedures. This will be shared at the beginning of each event.

Appropriate staffing arrangements will be in place for all events to ensure that parents and carers are appropriately supervised while on school premises.

The schools reserve the right to refuse admission or require any parent or carer to leave an event if their behaviour compromises the safety, welfare, or effective running of the event.

The Executive Headteacher holds overall responsibility for safeguarding and health and safety at all school events and may amend arrangements as necessary to ensure the safety and wellbeing of pupils, staff, and visitors.

8. Fire Safety and Emergency Procedures

The schools have a duty to ensure visitors can evacuate safely in an emergency.

When signing in visitors are asked to;

- Familiarise themselves with the Fire Evacuation Plan and where it is located.

In the Event of a Fire Alarm

Visitors must:

- Leave the building immediately by the nearest safe exit.
- Follow instructions from staff and Fire Marshalls.
- Proceed directly to the designated assembly point.
- Remain at the assembly point until advised otherwise.

The office staff will bring the visitor sign-in app to the assembly point and report any missing persons to the senior member of staff leading the evacuation.

9. Health and Safety

The schools will:

- Take reasonable steps to ensure the safety of visitors whilst on site.
- Inform visitors of any relevant hazards.
- Ensure access routes and exits are maintained.

- Record and investigate accidents involving visitors.

Visitors are expected to comply with health and safety instructions issued by the Federation and are asked during the signing in process to inform staff of any allergies.

10. Confidentiality and Data Protection

Visitors may become aware of confidential information during their visit.

The Federation expects visitors to:

- Respect confidentiality.
- Not discuss sensitive information outside the school.
- Comply with data protection requirements.

Any breach may result in future access being restricted.

11. Monitoring and Review

This policy will be reviewed annually by the Executive Headteacher and Governing Board, or sooner if changes to safeguarding, health and safety or fire safety legislation require amendment.

Linked Policies

- Safeguarding Policies
- Health and Safety Policy
- Security Policy
- Fire Safety Plan and Fire Safety Procedure
- Data Protection Policy