



# St Leonard's C of E Primary School

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**A Journey in Faith, Love and Learning**

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## Visitor Policy

<b>This policy was written in:</b>	September 2025
<b>To be reviewed:</b>	September 2028
<b>By:</b>	Kay Proctor & Avril McGill

‘A new commandment I give you: love one another. As I have loved you, so you must love one another.’

**John 13:34**

**With God’s help, we will be inclusive, independent, inquiring and inspirational.**

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God’s wondrous, diverse world.
- We will be inspirational by following Jesus’ example, making a positive difference in the lives of others through love.

### **Policy Statement**

St. Leonard’s C of E Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse, nuisance or inappropriate influence. It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times.

St Leonard’s school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



In performing this duty, the school recognises that there can be no complacency where child safeguarding procedures are concerned. The School therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

### **Policy Responsibility**

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Site Supervisor, Business Manager, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Headteacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

### **Aims**

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at St. Leonard's C of E Primary School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm. The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

### **Objectives**

To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors and parents and adheres to safeguarding guidelines. To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.

### **Where and to Whom the Policy Applies**

The school is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities. Visitors are defined as all people other than current staff members, long term agency staff, pupils and parents/guardians involved in the task of delivering or collecting pupils at the start or end of the school day. The policy applies to:

- All governors of the school
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents and volunteers.
- Other education related personnel (advisors, inspectors, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

### **Protocol and Procedures**

#### **Visitors Invited to the school:**

- a) Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school calendar this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

- b) When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below:
- c) Members of staff arranging and hosting visitors must inform the school office in advance so that this information can be entered into the school calendar.
- d) All visitors must report to the school reception desk.

At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification. All visitors will be asked to sign-in via the school's signing in system.

All visitors will be required to read and accept visitor agreement. The visitor agreement will state:

- All visitors will be required to wear a visitor identification badge. The badge must remain visible throughout their visit.
- Visitors with a current and valid enhanced DBS will be issued with a **RED** lanyard. Visitors without a current and valid enhanced DBS will be issued with a **YELLOW** lanyard. All visitors who are given **YELLOW** lanyard will be required to be escorted at all times by school staff.