



Visitors Policy

Approved by:	The Proprietors	Date: Jan 2024
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Ratified by:	Board of Governors	Date: Feb 2024
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Document created on:	July 2021
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Last reviewed on:	Jan 2024
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Next review due by:	Jan 2025
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Document Reviewed by:	K McCarthy	N Purcell
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GOAL: To focus on safety, transparency, and inclusivity, strives to create a welcoming space where visitors can contribute meaningfully to the well-being and development of our student body.

1. Introduction

ARTS Education welcomes visitors who contribute positively to the learning environment and well-being of our students. This policy outlines the expectations and procedures for all visitors to ensure a safe and inclusive experience for everyone.

2. Scope and Purpose

This policy applies to all visitors, including:

- Parents and carers of students
- Prospective parents and carers
- Educational professionals
- Contractors and service providers, including therapists and professionals from other children's services.

3. Visitor Responsibilities

- Pre-arrange visits: All visits, except for pre-approved regular visitors (e.g., school transport providers) or OFSTED Inspectors, must be arranged in advance through the school office.
- Visitors should only ever enter through the school main entrance.
- Sign in and out: Upon arrival visitors should report to the reception desk. They should state the purpose of their visit and who they are here to see. They will be directed to sign in the visitor sign in sheet. Present a valid form of identification (e.g., driving licence, passport) when requested.
- DBS Checks: Where possible, visitors are encouraged to provide an up-to-date DBS certificate for working with children. In the absence of a DBS certificate or valid id, visitors will be required to stay with a staff member throughout their visit.
- Visitors should all wear a clearly labelled visitor badge throughout their visit.
- Respect school rules: Adhere to all school rules and regulations, including dress code, mobile phone usage, safeguarding policies and Fire Alarm instructions.
- Designated Lead for Safeguarding: All visitors will be made aware of whom the designated lead is for child protection and that any concerns about safety, welfare or suspicious activity should be reported to them. In the event of the person you are concerned about being the designated lead, visitors should report their concerns to the Head teacher.

- Point of contact: Visitors will be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Maintain confidentiality: Respect the privacy of students, staff, and other visitors.
- Seek permission: Obtain permission from designated staff before entering classrooms or restricted areas.
- Follow staff advice: If asked to leave an area of the school, please do so as soon as possible. Visitors may be asked to do this for a variety of reasons including increased learner anxiety as a result of the visitor's presence. This increased anxiety could result in learners exhibiting the following behaviours:
 - Withdrawal/ becoming upset
 - Pacing around the room /threatening to exit
 - Making threats to injure themselves or others
 - Self harm
 - Damage to property
 - Violence
- On departing the school, visitors should leave via the main school entrance and:
 - Enter their departure time in the Visitors' Record Book alongside their arrival entry.
 - Return the identification badge to the school reception.

4. Safeguarding and Security

- The school has a duty of care for all individuals on its premises.
- Visitors must be aware of and comply with the school's safeguarding procedures.
- Visitors must not engage in any unsupervised interactions with students.
- Photography and video recording are strictly prohibited without prior written permission from the Headteacher.

(See safeguarding policy for more information.)

If a visitor identifies a safeguarding or child protection concern during their visit they should:

- Report it by following both the school's and their own procedures.
- Keep a record of their concern.
- Work with the school to support any ongoing work with that child and their family, including referrals to other agencies.

5. Accessibility

The school is committed to providing reasonable adjustments for visitors with disabilities. Please inform the school office of any accessibility requirements when arranging your visit.

6. Removal of visitors

Visitors who breach this policy or engage in inappropriate behaviour may be asked to leave the premises. In serious cases, the school may involve the police.

No Visitors will be permitted on site if:

- They appear to be under the influence of alcohol, drugs or narcotics
- They are known to the school as a risk to any student or staff member
- They are, or are believed to be, carrying any form of weapon or item that could be used as a weapon.
- They are acting in an aggressive manner, this includes verbal aggression, intimidation and coercive behaviour.
- A staff member feels that the person poses a risk to any student or staff member.

7. Smoking including e-cigarettes and vaping

The school has a strict no smoking policy. It has a duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all adults and children at school. The No Smoking Policy is designed to secure a non-smoking healthy and safe environment to protect the staff, pupils and students, visitors and contractors from the effects of tobacco smoke at the school and to ensure compliance with the Smokefree (Exemptions and Vehicles) Regulations 2007.

The No Smoking Policy is designed to ensure a healthy and safe working environment in compliance with the Health Act 2006. This is in the context that medical evidence continues to reinforce the link between inhalation of smoke both directly or by passive smoking and serious illness or the exacerbation of pre-existing health problems.

8. Collaboration and Feedback

We value open communication and encourage students and parents/guardians to share their feedback on the dress code.

9. Monitoring and Evaluation

We review the effectiveness of this policy and practise every two years through student feedback, parent feedback and staff reflection.

10. Conclusion

This Visitors Policy serves as a cornerstone of ARTS Educations's unwavering commitment to safeguarding the well-being of our students with special educational needs while fostering an inclusive and collaborative school environment. Through its emphasis on clear expectations, responsible conduct, and open communication, the policy empowers visitors to become valued partners in supporting our students' learning journey.

11. Additional Information

NSPCC [School visitors and safeguarding](#)

12. Links to Other Policies and legislation

Child protection / safeguarding policy

Code of Conduct

Health and Safety policy

Confidentiality policy

Safer recruitment policy

Additional policies –

Whistle blowing,

all documents and procedures linked to Prevent (Autumn 2015)

[Keeping Children Safe in Education 2023](#)