



Visitors Policy

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At Daffodil Preparatory School, we believe that every child should be given the opportunity to develop to the highest standard academically, with good morals, social skills and cultural awareness to become a well-rounded individual. Through our Vision, Ethos and Aims, at Daffodil Preparatory School we provide this opportunity for our children and are pleased to do so within our school environment.

We anticipate all applicants to give their commitment, respect and wholehearted support to uphold and maintain our school ethos and values. In line with our values, we do not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance or equality, tolerance and respect for all, regardless of race, gender, faith (or none) or sexual orientation or gender preference.

1 AVAILABILITY OF THE POLICY (REG 33(B))

This policy is available to all parents and carers:

- On the school website: www.daffodilprepschool.org.uk
- In printed form upon request from the school office

2 INTRODUCTION

At Daffodil Preparatory School, we place the highest priority on the safety, welfare, and safeguarding of our pupils. We recognise that visitors play an important role in the life of the school, whether supporting learning, contributing to enrichment opportunities, or carrying out essential services.

This policy sets out the procedures for managing visitors to the school to ensure that all visits are safe, purposeful, and aligned with our values. It outlines the expectations for visitors, the responsibilities of staff, and the safeguarding measures in place to protect pupils at all times.

Our approach is consistent with statutory safeguarding guidance, including **Keeping Children Safe in Education (KCSIE)**, the **Independent School Standards Regulations (ISSRs)**, and the expectations of **Ofsted**. In line with these requirements, all visitors are expected to respect our ethos, follow school procedures, and uphold our commitment to the promotion of **British Values**.

Through this policy, we aim to provide a welcoming environment for visitors while maintaining the highest standards of safety and security for our pupils, staff, and school community.

3 AIMS

The learning opportunities and experiences that visitors can contribute to the life and work of the school are encouraged and appreciated.

The aim of this policy is to ensure that these visitors are received in the school in an appropriate and safe manner and that the security and wellbeing of pupils and staff is uncompromised at all times.

4 KEY VISITORS

Below are examples of a wide range of visitors who visit our school to benefit and complement whole school programs and enrich learning.

- Volunteers who carry out services in an unpaid capacity (e.g. Parents, Reading Friends).
- Students who are carrying out activities as part of their unit of study (e.g. Work experience).
- Individuals/groups carrying out a service within our school (e.g. L.A., SEN support from Educational Psychologist, Behaviour Support Team etc.).
- Support for student health and wellbeing – for example, health professionals.
- Individual/groups who will be paid directly by the school e.g. Maintenance, ICT support services etc.
- Governors and advisors/inspectors monitoring the work of the school
- Guest Speakers and Individuals who are invited by the school to conduct assemblies, discuss careers etc.

5 PROCEDURES

The ‘Visitor Policy’ provides guidance to ensure that the visitor’s participation in school derives the greatest benefit and that the visit is managed well, consistently and is understood by all participants.

- All visitors must report to the main Reception and present their ID.
- The visitors’ book must be signed in, stating the nature of visit and time of arrival.
- Guest speakers or individuals invited to work with children or conduct assemblies must fill in the ‘Visitor Consent Form’.
- An identification badge will be given from the office.
- The Head Teacher will be consulted prior to contacting visitors or finalising arrangements.
- The Head Teacher/SLT must be informed of their arrival and before any activity commences.
- Where appropriate, visitors to the school must have had the relevant security checks (List 99/ DBS / Extremist checks) and a record of these checks will be kept in the office.
- All visitors working with the children must be made aware of the school’s Confidentiality Policy.
- A member of staff will be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures are followed.
- Contractors must ensure they liaise with the SLT with regard to health and safety issues. e.g. where pupils will be working, walking etc.

- All visitors must sign the visitors' book when leaving the school for fire drill purposes.
- We also welcome any visitors' oral or written comments with regard to their welcome and receptiveness, the ethos of the school etc.
- If any unknown person(s) is walking around school at any time during the day without a badge, staffs are expected to politely approach them and ask them if they have reported to the office. Staff should accompany them to the office so that appropriate action is taken.
- Any unauthorised visitors must be reported to the Headteacher and SLT who will contact the Police.