

Eastry Church of England Primary School



School Visitor Policy

November, 2025

Policy lead	Sarah Moss
Date approved by Governing Body	13 November, 2025
Governor signature	Teaching, Learning & Inclusion Sub-Committee
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This policy has been developed to ensure that the school community is aware of the conditions and procedures regarding visitors to Eastry Church of England Primary School. This Policy applies to all visitors to the school site including contractors, volunteers and external professionals.

- The school, as part of the wider community, seeks to provide a friendly, welcoming learning environment which values and actively promotes and encourages visitors to our school.
- At the same time, we recognise our duty of care to ensure a safe environment for our children, families and staff.
- We also recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

IMPLEMENTATION:

Whilst we welcome visitors, the safety of our pupils, staff and resources remain our highest priorities. All visitors will be required to:

1. Report to the School Office on arrival
2. Sign in using the Ipad System
3. Collect a visitor badge and safeguarding leaflet
4. Wear their badge visibly at all times whilst on site
5. Sign out and return their badge before leaving

Visitors should remain with their host or the supervising member of staff at all times unless agreed otherwise.

Visitors are defined as:

- ALL people other than staff members, pupils and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.

Visitors include but are not limited to:

- Regular volunteer parents/guardians assisting and participating in regular classroom activities.
- Governors
- Clergy
- Contractors
- Supply staff
- Music teachers
- Sports Coaches
- Visiting drama/music groups
- After school club teachers/coaches
- Play and art therapists
- University/college students
- SIAMS/Ofsted Inspectors

Visitors and volunteers are also expected:

- To be outstanding role models for all pupils
- To work under the professional direction of staff, following school policies
- To speak in a kind and friendly way to all pupils and staff
- To maintain confidentiality

- To report any issues of concern to teachers (and not directly intervene)
- To keep a safe and professional distance from all pupils
- Maintenance contractors will be required to present identification and complete necessary paper work in relation to the work at the school.

Exemptions from visitor procedures

Visitors attending large scale activities and special functions at the school e.g.: Parents Evening, Art Week Exhibitions, New Parents Open Day, will be exempt from signing in and out at the general office.

Safeguarding concerns

Any concerns of a child protection or safeguarding nature must be reported to the Headteacher – Sarah Moss. In her absence report your concerns to Stacey Gillmore – Assistant Head

Building evacuation

In the event of a fire or evacuation, visitors should follow staff instructions and proceed with the nearest class or supervising member of staff to the designated muster points:

- The far end of the main top playground or
- The School car park (whichever is nearest)

A roll call will be conducted to ensure all visitors/pupils/staff are accounted for.