



## VISITORS POLICY

### ST. LUKE & ST. PHILIP'S PRIMARY, A CHURCH OF ENGLAND ACADEMY



### VISION STATEMENT

*'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'*

### ETHOS

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Our Christian values of trust, truth, love, peace and thankfulness are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

### CHRISTIAN SCHOOL VALUES



## **PURPOSE**

This policy reflects the values, ethos and Mission Statement of St. Luke and St Philip's Primary, a Church of England Academy in relation to the curriculum. It is consistent with the school's agreed aims and objectives and sets out a framework within which teaching and support staff can operate. The visitors policy is for the safety of our pupils and staff and we ask for cooperation from staff, pupils, parents and visitors.

## **AUDIENCE**

We welcome all parents and visitors to St Luke and St Philip's Primary, a Church of England Academy. Copies of this document are provided for all staff, members of the School's Governing Committee and Cidari members. A copy of this document is available for the use of parents.

## **PROCEDURES**

- To ensure the safety of all pupils and staff, all visitors including parents, volunteers and governors must sign in the register on entry. (Staff to sign in on the staff list for fire register purposes.)

### **All visitors working with children**

must show their enhanced DBS clearance at the main office. (see DBS and List 99 procedure) This includes peripatetic teachers, sports coaches, external professionals such as advisory teachers and social services, school nurses and NHS staff, supply staff and volunteers. If the clearance is not held by us, we will require confirmation that appropriate clearance has been obtained and the visit will wear a badge issued by the organisation holding their DBS clearance.

- A visitor's red lanyard and badge will be issued. Red indicates the person has DBS clearance.

### **For visitors who are not working with children**

e.g. building maintenance, gardeners, computing technicians, a green lanyard and badge will be issued, indicating no DBS.

- Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and entry to school admitted by a member of staff with the appropriate authority.
- Such persons must be supervised while children are on the premises. The amount of supervision is dependent on the visitor's actual or potential proximity to children.
- Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.
- St Luke and St Philip's reserve the right to refuse entry or terminate a visit at any time.

### **Escorted visitors**

e.g. parents and guardians, prospective parents, potential job candidates and other people who wish to see the school and talk to members of staff, or anyone not in the categories mentioned above, must always be accompanied by a member of staff at all times.

Visitors who may have difficulty evacuating the building in the event of an emergency should be offered an escort.

This policy does not apply to audiences at performances in the school hall, the Summer or Christmas fairs, charitable events such as coffee and cake sales or similar events.

A person making a delivery is not classed as a visitor and therefore is not required to sign in or wear a lanyard and badge. Deliveries are to be left at the entrance of the school by the school office.

**PREVENT - All unsupervised external school visitors must sign a declaration on arrival prior to contact with children, to ensure they do not promote radicalism in any way, in accordance with our Safeguarding and Child Protection policy. The Office Manager will keep a list of external school speakers and their signed declaration forms.**

**All visitors working with children will be given the school vision, values and scripture, to ensure children are treated respectfully. The behaviour expectations 'SHINE' will be shared along with the school's DSL's. (see appendices)**

Policy reviewed by : Mr Walton  
Headteacher  
March 2026

Agreed by Governors :

Next review date : March 2028

## Appendices 1 - vision, values and scripture

*'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured, under the umbrella of God's love.'*



## Appendices 2 - SHINE behaviour expectations

At St. Luke and St. Philip's, we...

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|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <br>S<br>h<br>i<br>n<br>e | <br>sit or stand tall    |
|                                                                                                              | <br>heads up, hands free |
|                                                                                                              | <br>instantly ready       |
|                                                                                                              | <br>notice and be noticed |
|                                                                                                              | <br>eyes on the speaker   |