Visitors Policy

Spring Term 2026

Purpose

Elloughton Primary School welcomes visitors as they can enrich the learning experience of pupils and strengthen links with the community. However, the school has a statutory duty to safeguard and promote the welfare of children and ensure the safety of pupils, staff and visitors at all times.

This policy sets out the procedures for managing visitors to ensure a safe and secure environment in line with safeguarding requirements.

Safeguarding Statement

Elloughton Primary School recognises that safeguarding and promoting the welfare of children is everyone's responsibility.

All visitors have a duty to:

- Protect children from harm
- Report any concerns about a child's welfare
- Follow the school's safeguarding procedures at all times

Safeguarding Information for Visitors

Designated Safeguarding Lead (DSL): Mrs Carole Fulstow
Deputy DSL(s): Mrs Hannah Stillings
Safeguarding Governor: Mrs Lesley Hemingway

If you have a concern about a child:

- Report it immediately to the DSL or a Deputy DSL
- Do not question the child in detail
- Do not investigate the concern yourself

If a child makes a disclosure to you:

- Listen carefully and remain calm
- Do not promise confidentiality
- Record what was said as soon as possible
- Report immediately to the DSL

Please see 'A Guide to Keeping Children Safe when Visiting our School' Appendix 1

Visitors Code of Conduct

All visitors must:

- Sign in and out at reception
- Wear a visible visitor badge at all times
- Follow staff instructions

Visitors must not:

- Use mobile phones around children unless authorised
- Take photographs without permission
- Have unsupervised contact with pupils unless vetted

Disclosure and Barring Service (DBS) and Safeguarding Checks

All regular visitors must have appropriate DBS checks recorded on the SCR. Visitors without checks must be supervised at all times.

Site Security

Access is controlled through reception. Visitors must follow all security procedures.

Prevent Duty

Visitors must report any concerns relating to extremism.

Monitoring and Review

This policy will be reviewed annually by the Headteacher and Designated Safeguarding Lead (DSL) in line with Department for Education guidance, including Keeping Children Safe in Education.

The Governing Body will ensure effective implementation and compliance. Monitoring will include visitor procedures and any safeguarding concerns involving visitors.

The policy will be updated following any incidents or changes to guidance, and any issues identified will be addressed promptly.

Adoption, Approval, Sign Off

Signed	Mrs Fulstow
On behalf of	Governing Body
Date	Spring Term 2026

Document Control

Title of document	Visitors Policy
Revision number	5
Review frequency	1 year
Next review date	Spring Term 2027
Type or status	Policy
Statutory?	Yes

Appendix 1 - 'A Guide to Keeping Children Safe when Visiting our School'