



VISITORS POLICY

Policy approved by CEO, February 2022

Signed

A handwritten signature in black ink that reads "Julie Hollis".

J Hollis, CEO

NEXT REVIEW SPRING 2026
CRANMER EDUCATION TRUST
THE BLUE COAT SCHOOL, EGERTON STREET, OLDHAM. OL1 3SQ

1. Introduction

This policy covers all categories of visitors, including former staff and students, governors and volunteers.

Where possible, all visitors should be accompanied at all times whilst on the school site, however where necessary and where visitors have provided satisfactory evidence of identity and safeguarding checks, they may be approved to be unaccompanied. Approval may only be granted by the HR representative, Business Manager or Headteacher.

2. Entry procedures

Where possible, staff must give the receptionist advance notice of visitors, giving name, organisation and time of arrival. This is particularly important when more than one visitor is arriving as part of a group.

Visitors arriving at the school site gain entry after identifying themselves at the point of site entry by giving name, organisation and who they are here to visit.

All visitors are directed to main reception, signs for which are clearly displayed. At reception they must sign in and are issued with a visitor's badge and lanyard which must be worn at all times whilst on the school site.

Visitors are made aware of the safeguarding (including Designated Safeguarding Lead), health and safety and fire evacuation procedures via information displayed clearly on the reception desk and / or on the visitor's lanyard.

3. Single central record and safeguarding

The school maintains a single central record (SCR) of all cleared DBS holders who visit the school and have previously provided satisfactory identity and safeguarding proof to the HR representative, Business Manager or Headteacher. This is a live document which is updated on a regular basis. Reception staff have read only access to this document and must report any anomalies to the HR team or Business Manager.

Reception staff are given annual training on welcoming visitors and use of the SCR.

When a visitor signs in they must be able to prove their identity as appropriate and the receptionist or appropriate member of staff will check the central record for prior checks. Any queries are escalated to the HR representative, Business Manager or Headteacher.

Only visitors who are registered on the SCR and / or have satisfactorily proven their identity and DBS status to the HR representative, Business Manager or Headteacher are permitted to be unaccompanied whilst on the school site, although this should be avoided where possible. These visitors are identified by the school's visitor (DBS) lanyard.

Where a visitor cannot provide proof of identity and DBS clearance, they must be accompanied at all times during their visit by a responsible, DBS checked, adult, this would normally be the member of staff they are visiting. These visitors are identified by the school's visitor (no DBS) lanyard.

Should someone be on the school site without a clearly visible staff or visitor's badge or should there be an unaccompanied visitor wearing a red lanyard, then staff have a responsibility to challenge and check to determine identity and visitor status; students should notify the nearest staff member. If the visitor should not be on the site, the member of staff should accompany them off site. If they are unaccompanied and have a visitor (no DBS) lanyard, they should be

accompanied to reception where their presence will be verified and the member of staff they are visiting will be contacted.

5. Exit procedures

At the end of a visit, visitors are accompanied, or, if on a cleared DBS lanyard, must make their own way, to the main reception where they sign out and return their lanyard and visitor badge to the receptionist. Where the receptionist has left for the day, the badge should be returned to the staff member they are visiting for safekeeping.

6. Contractors

Where practicable, contractors should not attend site during the school day or term time, however depending upon the nature of the works, this is sometimes unavoidable.

Contractors must report to reception as above. If the contractor has provided satisfactory evidence of DBS clearance and photographic identity proving their employment to the HR representative, Business Manager or Headteacher, then the relevant member of staff (normally a site representative) will carry out the necessary site induction and escort the contractor to the site of the works. The member of staff is responsible for monitoring the working practice of the contractor throughout their time on the school site. If the contractor has no evidence of enhanced DBS clearance and/or no ID, the relevant member of staff must arrange for them to be supervised at all times.

7. Visitor protocols

The following protocols are made clear to visitors:

- Regular visitors who are allocated Visitor (with DBS) lanyard may be subject to additional, periodic safeguarding checks.
- Fire alarm: visitors will be made aware of the appropriate fire evacuation location.
- In the unlikely event of an invacuation, follow instructions from staff members.
- Any safeguarding or health & safety concerns must be reported a staff member. Safeguarding lead information is displayed at reception.
- Visitors must only use WC facilities which have been assigned as appropriate for adults. If in doubt, please check with a member of staff
- No smoking or vaping is allowed anywhere on school sites.

Lanyards must be clearly visible at all times and are categorised as follows:

School	Staff	Visitor who must be accompanied at all times	Visitor who may be unaccompanied
Mayfield Primary School	Burgundy	Red	Black
St Anne's	Blue	Red	Grey
St George's	Red	Blue	Black
The Blue Coat School	Blue	Red	Black
Brian Clarke CE Academy	Burgundy	Red	Black

8. Staff protocols

- Notify reception in advance of visitors arriving on site, giving as much detail as possible
- All visitors must bring appropriate photo ID documentation, preferably their work's ID badge
- If a visitor is to be unaccompanied, they should be asked to provide, through their employer, identity and DBS clearance proof in advance of their visit. This information should be passed

to the HR representative

- Most visitors will be on a visitor (no DBS) lanyard and must be accompanied at all times by a staff member, this includes visits to the toilets and restaurant
- Only visitors who have provided satisfactory safeguarding records and proof of identity which have been approved by the HR team, Business Manager or Headteacher will be issued with a visitor (DBS) lanyard, meaning they can be unaccompanied whilst on site, however the recommendation is that these visitors are accompanied wherever possible
- Visitors on a visitor (no DBS) lanyard must be collected and returned to reception by a member of staff
- Where possible, visitors on a visitor (DBS) lanyard should be collected and returned to reception by a member of staff
- Any visitor arriving or leaving outside of school hours must sign in and out and return their lanyard to the member of staff they are visiting when they leave. The lanyard should then be returned by that member of staff to the receptionist as soon as possible

9. Cross references

- Safeguarding and Child Protection Policy
- CET Protocol and Guidance Notes for SCR (key staff only)
- Volunteer Policy
- Keeping Children Safe in Education ([Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/67267/Keeping_Children_Safe_in_Education.pdf))
- No Smoking Policy