



# Springvale Primary School

**Policy Title: Visitors in School**  
**Date of Review: Autumn 2025**  
**Review by: Autumn 2028**

**Signed by:**  
**Chair of Governors**

**All policies available at [www.springvaleprimary.org](http://www.springvaleprimary.org)**

# SPRINGVALE PRIMARY SCHOOL

## Visitors in School Policy



### **Introduction**

This policy has been formally adopted by the governors of Springvale Primary School. It was initially presented as a model policy by B.M.B.C. and it has been accepted or adapted to reflect our practice.

### **Aims and Principles**

The policy is underpinned by the central aims of Springvale Primary and values held by the school community:

#### **Aims of the school**

- Springvale is committed to promoting high standards of academic achievement for all learners in all subjects.
- As a school we will continue to develop and instil key life skills and values in our pupils.
- We will encourage positive relationships and communications between home, our community and the wider world.

In particular, Springvale School has an inclusive approach to our provision. Our aim is always to involve all our children and stakeholders in all areas of the curriculum and school life. In accordance with our **Disability Equality Scheme** we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

### **Background Information**

Springvale Primary School is a caring and open school, where parents, children, staff and the wider school community all know that their views and needs will be listened to, in both education and personal areas.

## **Rationale**

The safety of our children, staff and the wider community is paramount. The purpose of this policy is to ensure that visitors to our school are carefully checked and monitored during their time in school. It also ensures that no unauthorised person has entry to the school and that we are able to account for and locate visitors at all times. The strategies used will make sure that visitors are well looked after and made to feel welcome at Springvale, thus ensuring that we meet our shared aims and mission statement.

## **STRATEGIES**

1. External doors and gates are kept securely closed and visitors are directed to the main entrance and reception area, where they are welcomed and asked for their details and for the name of the person they need to see.
2. Visitors sign in on arrival and sign out as they leave.
3. Visitors are given an identification lanyards which must be worn at all times. These are worn in clear plastic pockets with colour-coded lanyards to identify which type of visitor they are. These **MUST** be returned to the school office as the visitor leaves. Red lanyards indication that visitor has no DBS, green lanyards are visitors with DBS checked and orange lanyards are Governors.
4. Visitors are asked to wait in the entrance hall until the person they need to see arrives and this person will look after/monitor them for the duration of their visit.
5. The Caretaker or office staff check the identity of trade and work people and alerts senior staff to their presence. Trade and work people sign into the school system and a work book is signed with the caretaker. EQUANS staff have DBS records in school and prior notification is given to school of likely visitors.
6. Any member of staff should raise the alarm if any stranger they meet on the school premises is not wearing identification or is acting suspiciously.
7. Should any visitor (or parent/carer) behave in an unacceptable or threatening manner they will be asked to leave the premises immediately by a member of the Senior Leadership Team. It must be assumed that there is the possibility of risking the safety of our pupils or staff. This is further explained in our Behaviour Policy.