

## ST MARY'S BENTWORTH CE PRIMARY SCHOOL

### Visitors' Policy

Date of implementation: July 2025

Date of Review: July 2027



Ownership: Education Committee	Linked to: Safeguarding and Child Protection Policies; Health and Safety; Governors Visits to School; Food Policy in school hours; Hall Hire Policy/Hall Hirers Pack;
Review Committee: Education Committee, Headteacher	
Communicated to: Parents/Carers, Visitors, Staff and Governors	
Evaluation: (inc links to evidence)	
29.09.2022-changed badge/stickers to issue of identifying lanyards on Guidelines number 2	
July 2025 update St Mary's Primary School has <b>No Nuts or Citrus Food (&amp; related products) on site</b> policy during <b>school day/extended school day hours Mon-Fri 7.00 am-6.00 pm</b>	

### Rationale

As an open, friendly school, St. Mary's welcomes visitors and has produced the following guidelines to facilitate this.

### Guidelines

1. A visitor is someone who is not employed by the school.
2. All visitors to the school are required to sign in and wear an identifying lanyard and be made aware of the school's Child Protection and Health and Safety policies.
3. Parents who help in the school are also required to sign in and need to be DBS checked and have completed a Childcare Disqualification Staff Declaration Form; they must also be aware of the above policies. All volunteers receive an induction pack to read through and the headteacher will deliver a yearly safeguarding briefing for volunteers.
4. Parents who help on school trips are not required to have a DBS as they are never alone with children. Lead teachers for the trip go through the 'One Page Guide for Volunteers' before leaving school.
5. St. Mary's welcomes students on work placements, teaching practice and those wishing to develop their school experience prior to teacher training.

6. Past pupils are always welcome to make visits, but need to make an appointment in advance. They are also welcome to attend Friday Sharing Assemblies and Church Services.
7. In exceptional circumstances employees of St. Mary's may request to bring their own school aged children to school, on the understanding that they will be responsible for the safety and well-being of that child(ren). This is at the discretion of the Headteacher.
8. Pupils who join St. Mary's from another school will be offered a 'taster day' once a firm acceptance of a place has been made by the parents.
9. Prospective parents are welcome to make visits to the school at a pre-arranged time.
10. For Governors' visits, please see the document 'A Policy for Governors' School Visits'; Hall Hirers refer to Hall Hire Policy/Hirers Pack
11. For further guidance please refer to Home-School Agreement Appendices Pupil and Parent Promise which details all aspects of working in our school setting.