Visitors to School Policy

Overley Hall School

Approved by:	Support and Scrutiny Board	Date: 21st July 2026
Next review due by:	20th July 2027	

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Introduction

Overley Hall School is committed to ensuring a safe and secure environment for all learners, staff, and visitors. This policy outlines the expectations for visitors, including contractors, professionals, parents/carers, and others, in line with statutory safeguarding guidance, particularly Keeping Children Safe in Education (KCSIE) 2024.

This policy must be read in conjunction with the school's Safeguarding and Child Protection Policy, the Staff Code of Conduct, and relevant procedures related to data protection and school security.

Scope

This policy applies to all visitors to Overley Hall School, including but not limited to:

- Parents and carers
- Contractors and maintenance workers
- Educational professionals and local authority staff
- Volunteers and external speakers
- Inspectors, governors, and job applicants attending interviews

Aims

- To safeguard all children and young people during their time at Overley Hall School.
- To ensure that all visitors are appropriately identified and monitored.
- To regulate the use of mobile phones and other recording devices to protect learners' privacy and dignity.

Visitor Procedures

All visitors to Overley Hall School must:

- Report to the main reception upon arrival.
- Sign in using the school's visitor management system.

- Always wear a clearly visible visitor badge.
- Be escorted by a member of staff unless their DBS status has been confirmed.
- Sign out and return their badge before leaving the premises.

Safeguarding Expectations

In line with KCSIE 2024, all visitors must:

- Follow the school's safeguarding protocols.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.
- Understand that the welfare of the child is paramount.
- Visitors will be given a safeguarding leaflet upon arrival which outlines how to report concerns and who the designated staff are.

Use of Mobile Phones and Recording Devices

To ensure compliance with safeguarding principles:

- All visitors are strictly prohibited from using mobile phones, cameras, or any recording devices within areas accessed by learners (e.g., classrooms, residential areas, playgrounds), unless explicitly authorised by the Headteacher or DSL.
- Mobile phones must be kept on silent and out of sight when moving through learner-accessible areas.

- Photography or recording is only permitted under supervision and with prior written consent from the school's leadership team.
- Breaches of this rule may result in the visitor being asked to leave the premises and could lead to further action.
- This restriction is in line with Part 2 of KCSIE 2024, which reinforces the importance of robust safeguarding measures in managing access to technology that could compromise learner safety and privacy.

Unsupervised Access and DBS Checks

Visitors without a current enhanced DBS certificate will not be left unsupervised with learners.

Visitors who are expected to work with learners in an unsupervised capacity must provide evidence of their enhanced DBS clearance and safeguarding training.

Contractors and Service Providers

Contractors must comply with this policy and any additional site safety procedures.

Work must be conducted outside of learner contact time whenever possible.

Contractors with regular unsupervised access to learners must provide DBS certification and safeguarding assurances.

Monitoring and Review

The implementation of this policy will be monitored by the DSL and senior leadership team. It will be reviewed annually or in response to updated legislation or safeguarding guidance.

10. Key Contacts

Designated Safeguarding Lead: [Insert name and contact details]

Deputy DSLs: [Insert names and contact details]

Headteacher: [Insert name and contact details] Introduction.

Overley Hall School is a friendly, orderly, safe, welcoming place, where relationships between staff and visitors, including parents/carers, demonstrate mutual respect and recognition of shared responsibility for pupils' welfare and educational progress. Parental involvement is an important factor in educational success and in solving emerging problems at an early stage.

Access to the school by visitors is authorised by the Head Teacher. Typically, parents/carers (and those with parental responsibility) are given open access to visit the grounds and buildings of the school.

The headteacher will establish procedures which set out the acceptable purposes for such visits; the areas of the school that may be entered at particular times and the standard of behaviour expected.

Good behaviour of our visitors to our school is expected at all times to ensure that our learners are constantly safeguarded, kept safe and able to learn acceptable behaviours from adults.

There are certain aspects that we ask all visitors to be aware of and these are shared below and are given to visitors on arrival.

Aims

The aim of this policy is to ensure that

- visitors to school add to the learners and staff school experience
- pupils and staff and visitors are kept safe physically and emotionally during visits from outside visitors.

- external visitors know what is expected of them.

This policy applies to:

- All external visitors entering the school site during the school day or for after school activities.
- Members of the Support and Scrutiny Board who are not staff members
- Parents/ carers
- Learner's siblings
- Local Authority Staff (from across the UK).

Legislation

Department for Education. (2024) Keeping Children Safe in Education

Definitions.

- Visitors – there are different types of legitimate visitors to school
- Professional – e.g. social workers, educational psychologist, SEND officers, health related professionals, OFSTED
- External organisations– e.g. sports coaches, speakers (careful consideration is given to the suitability of all external organisations)
- Parents/carers.
- Unknown/uninvited visitors on site – an unknown person who is not wearing a visitor badge or is on site without permission and therefore is trespassing.

Role & responsibilities

Headteacher

The Headteacher should grant permission for all visitors BEFORE the visit takes place.

Teacher's/ tutor's

Permission should be sort from the Headteacher in plenty of time BEFORE the visit. Teacher's/ tutor's should give a clear explanation as to the purpose, date and time of the visit.

Office Staff

Office staff typically will meet visitors at the front door of Wellingtonia Children's home or the main entrance to the school and will be responsible for:

With professionals and external organisations:

- checking formal identification
- ensuring they've had an appropriate DBS check or that their employers have confirmed that they've had appropriate checks (they will not ask to see the visitor's DBS certificate)
- asking them to complete the Visitors book and read the relevant safeguarding/ safety information (see Appendix 1)
- providing them with a visitors' badge (which contains a summary of Safeguarding information within it) that should be worn at all times and then surrendered when leaving
- escorting them into the school building and leaving them with a designated person.

With Relatives/ carers:

- asking them to complete the Visitors book and read the relevant safeguarding/ safety information (see Appendix 1)
- providing them with a Visitors badge (which contains a summary of Safeguarding information within it) that should be worn at all times and then surrendered when leaving
- escorting them into the school building and leaving them with a designated person.

Office/ school staff

Large events:

- When visitors arrive for a large event, we ask them to arrive at the designated point (Coach House/ Hall/ Walled Garden) where attendance will be recorded.

All staff – unidentified visitor

All staff should be aware of any unknown person not wearing an identity badge. If staff are comfortable approaching the person they should politely ask the person who they are and their purpose for being on site. If they are not comfortable approaching the person they should alert the senior leadership team for support. If the person has legitimate reason for being on site they should be escorted to reception to sign the visitors book or otherwise asked to leave the site immediately if they are trespassing. If the person refuses to leave the Head Teacher or another member of the senior management team should be contacted who will manage the situation and decide whether to call the police.

Safeguarding learners and staff

When Parents/carers visit school DBS or Barred List Checks are not carried out (or evidence requested that this has been done so) as these visitors should not be left unattended whilst in the premises or around the grounds.

Visitors acting in a professional capacity (see above) should be escorted around the premises as required (unless a Risk Assessment has been completed).

If there is any concern over any visitor onsite the Head Teacher or a member of the Senior Leadership Team should be informed immediately.
All visitors should be informed regarding allergies that are present on site and asked not to bring any food containing these onto site.

Visitor books and UK GDPR

Overley Hall School use a Visitors book for Health & Safety reasons. The Visitors book only captures and stores data that we need to keep staff and pupils safe and we ensure that this data remains secure.

Monitoring

This policy will be monitored annually unless experience or legislations deems that it should be done sooner.

Links with other policies.

- Child Protection and Safeguarding policy
- Abusive visitors to school
- Confidentiality
- Health & Safety
- Mobile phone policy

Appendix 1.

Notice to staff and visitors:

Please do not smoke anywhere on the Overley Hall site apart from the designated smoking shelter.

This rule applies at all times, whether on duty, off duty, during training or night duty.

Please dispose of cigarette ends, packets and other rubbish responsibly in the buckets and bins provided.

Thank you for your cooperation in keeping the school and home environment safe and tidy.

Important Notice for Visitors

We have several young people that are allergic to Shellfish, Nuts and Eggs.

Please can you inform a member of staff if you have any products with you containing these items.

Visitors/ External Contractors Child & Adult Protection Information Leaflet

Welcome to Overley Hall School

Child and Adult Protection Statement;

We recognise our moral and statutory responsibility to safeguard and promote the wefare of our learners. We endeavour to provide a safe and lcoming environment where our young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that learners receive effective support, protection and justice. While visiting our school and sixth form we expect you to follow our procedures which help to safeguard those in our care.

Key facts about abuse

Abuse and neglect can happen to any person, male or female, of any race , culture, ethnicity or sexuality. Disabled children and adults and those with special educational needs are particularly vulnerable and additional vigilance is required.

Concerns

If you are concerned for a learner's health, welfare or safety in any way you must speak to our Desiginated Safeguarding Lead (DSL) Bev Doran (Head teacher) or one of her deputy DSL's listed below.

Bev Doran 01952 740262 (ext) email bev.doran@overleyhall.com

Dee Marshall 01952 740262 (ext) dee.marshall@overleyhall.com

Rachel Hawley 01952 740262 (ext) rachel.hawley@overleyhall.com

Mandy Peever 01952 740262 (ext) mandy.peever@overleyhall.com

Lorna Deakin 01952 740262 (ext) lorna.deakin@overleyhall.com

Welcome to Overley Hall School

Please read carefully before agreeing to the terms set out in this notice by signing the visitor's book. In order to safeguard our students, all visitors in the school will be always supervised by a member of staff.

- Please sign in when arriving and out prior to leaving
- Please wear your visitors' badge at all times during your visit
- Do not smoke. Smoking is only allowed in the smoking shelter
- Mobile phones are not to be used around the children
- If you are a regular visitor, we may need to check your DBS (Disclosure and Barring Service) clearance with your employer (NHS, Social Services, County Council representatives). If you have a DBS number and date of clearance, please inform our Bursar
- Trainee teachers are subject to registration and checks
- Visitors will be met by a member of staff
- In most cases our Office staff will be notified in advance of your visit but please be understanding if you are asked for more information. If you are unknown to the office staff, you will be asked for identification
- Please note that the names of the school Safeguarding appointed Designated People can be found on the reverse side of the visitors' badge. If you see anything of concern, please ask to speak directly to a named Child Protection and Safeguarding Designated officer.
- In the event of a fire drill or emergency you should join the staff outside the main school entrance in the car park by following staff outside and register with the office staff as promptly as you can
- If you intend to use the school internet/WIFI please inform staff and you will be asked to sign a disclaimer before being supplied with the password
- Thank you for visiting our school and for your co-operation in helping us to safeguard our students by following these security checks
- If you are observing pupils in class, we ask that you respectfully follow the guidance given to you by staff. If it is felt that your presence is causing the young people to become anxious you may be politely asked to leave the room to prevent further upset. We ask and fully expect your full cooperation

- You are politely asked not to take photographs or videos of young people whilst in the care of Overley Hall staff

Thank you for your cooperation and we look forward to your return. If you have any special requirements, please inform the member of staff who greets you at the main entrance.