



COLLEGIATE

INDEPENDENT CO-EDUCATION
FROM NURSERY TO SIXTH FORM

Policy Title: **Visitors Policy (Whole School)**
This policy also applies to the Pre-Prep

Date of Issue: September 2026

Date of Review: September 2027

References: Keeping Children Safe in Education (2026)
Health and Safety at Work etc. Act 1974
The Equality Act 2010
Counter-Terrorism and Security Act 2015
Data Protection Act 2018 (including UK GDPR)
Child Protection and Safeguarding Policy (Whole School)
Health and Safety Policy (Whole School)
eSafety Policy (Whole School)
Staff, Governor and Visitor IT Acceptable Use Policy (Whole School)
Preventing Extremism and Radicalisation Policy (Whole School)
Visiting Speaker Policy (Whole School)
Lone Worker Policy (Whole School)

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Version	Date	Amendments
V1.2	21/08/2018	Small changes to paragraphs regarding supervision and approved visitors/contractors to ensure clarity
V1.3	02/08/2019	Add Catering Contractors, Change Facilities Manager to Director of Facilities where required
V1.4	06/10/2021	Whole document review. Update lanyard colours and designation.
V1.5	09/08/2022	Annual review with minor amendments including name changes.
V1.6	31/08/2025	Full review to align with KCSIE 2025 and current legislation. Added sections on mobile phone usage, data protection, and equality. Clarified emergency procedures and review cycle.

This policy is made available to parents and visitors on request from the School Office. It is available to the Staff at the School on the School network, in the Staff Handbook and on request from the School Office. Content of this policy is directly discussed with new staff upon induction into the School.

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Introduction

Visitor access to Collegiate School must comply with the Statutory Guidance as given in the Department for Education document Keeping Children Safe in Education. This visitor policy also complies with the Counter-Terrorism and Security Act (2015) and the Health and Safety at Work etc. Act 1974.

As part of the School's Prevent Duty to prevent people from being drawn into terrorism, the School conducts due diligence checks and makes suitable supervision arrangements for all visiting speakers. Collegiate School also refers to the DBS guide to eligibility with regard to 'regulated activity'.

This Visitor Policy clarifies how the School meets standards in its treatment of visitors. This policy will be reviewed annually to ensure that it complies with current legislation.

Background

Visitors play a valuable role in enhancing the curriculum. They give students access to outside experience and expertise, and provide a link with the wider community. They can also give students the opportunity to see the range of professionals they meet outside school. We welcome this support from a number of outside agencies including religious communities, health support agencies, emergency services, artists, sports coaches, volunteers, and voluntary organisations.

For third-party supply or contractor personnel, the school obtains written confirmation from the employer/agency that all statutory pre-appointment checks (including enhanced DBS, barred list, right to work, and overseas checks) have been completed prior to deployment on site.

Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Collegiate School, whatever the purpose of their visit.

The school has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care includes safeguarding all students from any form of harm, abuse, or nuisance. The Governing Body and senior staff are responsible for ensuring this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor being escorted from the school site.

Responsibility

The Facilities Director is the staff member responsible for implementing, coordinating, and reviewing this policy. This person is also responsible for liaising with site and reception staff and the Designated Safeguarding Lead. All breaches of this procedure must be reported to the Facilities Director.

Aim

To safeguard all students under the School's responsibility during school hours and out of school hours on the school premises.

Objective

To have a clear protocol and procedure for admitting external visitors to the school, understood by all staff, governors, visitors, and parents, and compliant with statutory guidance on child protection and safeguarding.

Where and to whom the policy applies

The school is deemed to have control and responsibility for its students anywhere on the school site during normal school hours, during after-school activities and on school-organised (and supervised) off-site activities. The policy applies to all staff, external visitors, governors, parents, volunteers, students, and contractors visiting the school premises.

Visitor Privacy and Data Protection

In accordance with the Data Protection Act 2018 and UK GDPR, the school processes personal data from visitors. The information collected at sign-in (e.g., name, organisation, photograph, vehicle registration) is used for safeguarding, site security, and health and safety. The lawful basis for processing this data is the school's legitimate interest and legal obligation to protect its pupils and staff. The school stores all data securely and retains it in line with its data retention policy. A full Visitor Privacy Notice is available from the School Office.

Equality and Accessibility

In line with the Equality Act 2010, Collegiate School is committed to ensuring equal access for all visitors. We will make reasonable adjustments for any visitor with a disability. Visitors are encouraged to contact the School Office ahead of their visit to discuss any specific access requirements.

Protocol and Procedures for Visitors to the School

All visitors to the school may be asked to bring formal photographic identification with them at the time of their visit (e.g., photo driving licence, passport, employer-issued ID card). They must follow the procedure below:

On arrival, report to the designated reception or School Office to sign in.

State the purpose of the visit and the name of the staff member they are visiting.

Wear the provided identification badge and lanyard at all times. The lanyard colour will determine the level of access and supervision required.

Upon signing in, visitors will be made aware of key emergency procedures, including the fire alarm sound, the nearest assembly point, and lockdown protocols.

Remain with their staff host or an approved escort unless granted unaccompanied status.

Sign out and return their identification badge upon departure.

Signing in (Senior school)

Once on site, all visitors must report to reception. No visitor may enter the school via any other entrance under any circumstances. When signing in, visitors must state the purpose of their visit and who they are visiting. Unless they are an approved visitor or contractor with the relevant DBS checks, they will wear a red lanyard and be accompanied at all times. The visitor's point of contact will be responsible for them while they are on site.

Signing in (Prep school)

Visitors who go directly to prep school must follow the same sign-in procedure above. All visitors who sign in at the senior school but also require access to the prep school must sign in at the prep school when they arrive.

Approved Visitors – Senior and Prep school

The school will hold an Approved Visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, sports coaches and peripatetic music teachers).

To qualify for this list, the visitor must demonstrate, before the visit, that they have a current, clean enhanced DBS check. The details of this will be included on the School's Single Central Record. In addition, all approved visitors must wear their personalised ID whilst in school.

Peripatetic Teachers and Sports Coaches

Visiting Peripatetic teachers and sports coaches must sign in at the main School Office upon arrival. When departing the site, they must sign out at the School Office. They will retain their blue lanyard and ID badge for the next visit.

Visiting coaches and teachers must sign in to comply with fire safety requirements.

Contractors

Contractors on the Approved List MUST report to the main School Office on arrival and sign in. They will be given their yellow lanyard and photographic ID badge at this time and are expected to wear it at all times whilst on site. When leaving the site, approved contractors must sign out and return their badge to the main School Office.

A copy of the approved visitor list will be kept online in the shared drive for access by relevant staff members. HR & Director of Facilities will update this.

Old Colstonian's Pavilion (OC'S)

All visitors to the OC's Pavilion, during the school day, must report to the main School Office (senior school). They must wear visitor badges during their stay. When leaving the site, all badges must be returned to the main School Office, and the time of departure recorded on the sign-in/out register. This includes staff, third-party users and contractors. Visitors will not be permitted to wander the school site unless accompanied by a member of school staff. Visitors to the Pavilion must adhere to the school's 'contractor code of conduct' throughout the visit and follow health and safety procedures in the event of fire or first aid requirements. Any events held in the Pavilion will require the organiser to explain evacuation procedures in the event of a fire alarm activation and to familiarise themselves with the fire assembly point.

Visitors using School IT facilities

Any visitor who accesses or uses the school's IT facilities (e.g. to project a presentation) must read and sign the school's IT Acceptable Use Policy. This will be provided when they sign in and a copy of the signed form will be kept by the reception in the School Office or Visitors Reception.

Use of Mobile Phones and Cameras

Safeguarding our pupils is our highest priority. To protect our pupils, visitors may not take photographs or record videos of pupils without the Head's express permission. Mobile phones are not permitted in changing rooms, toilets, or other areas where pupils have a high expectation of privacy. Staff will challenge any visitor seen using a device in a way that causes concern.

Visiting Speakers and the Prevent Duty

All visiting speakers are subject to our Visiting Speakers Policy, which details the process of checks carried out by the school and the guidelines provided to visiting speakers.

Parents

All parents must follow the visitor procedure and obtain visitor badges at all times during school hours, except for fixtures and organised events.

Fixtures during the day or out of hours, parents' evenings and events will be subject to individual risk assessment regarding the management of visitors. The member of staff organising the function is responsible for these risk assessments.

Parents visiting or bringing pupils into school after appointments etc.

Parents who bring pupils into school after the start of the school day due to hospital or dental appointments must sign their child in at the main School Office.

Prospective Parents and Pupil Tours

Visiting families are signed in at the Visitors Reception and are met by the Head or a member of the senior management team. They sign in and out as set out above. Where a member of senior management deems it appropriate, pupils carry out tours of the school (in pairs) in areas with passive adult supervision. Pupil tours are never conducted in secluded areas. The Head's PA keeps a register of pupils undertaking tours and signs them in and out. Pupils must return with the visitors to the Head's PA, who checks the pupil's welfare before dismissing them back to class.

Governors and Volunteers

All governors and parent helpers must comply with the Disclosure and Barring Service procedures, with details being held on the School's Single Central Register. They will then be added to the approved visitor list and issued photographic ID badges, which must be worn when visiting the school. Governors have a school lanyard, and volunteers/parent helpers in the prep school on the Single Central Register also have a school lanyard.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. New volunteers will be asked to comply with this policy through induction by the member of staff they first report to when coming into school for an activity or class supporting role.

Deliveries

Deliveries to school will not be subject to the signing-in procedure, provided it is a 'drop-off' only. During school hours, school staff will act as banksmen for vehicles that require access to the catering department, and the delivery drivers will be supervised during their short stay.

Unknown/Uninvited Visitors to the School (during normal school hours)

Any visitor to the school site who is not wearing an identity badge should be politely challenged to identify themselves and their business on the school site. All staff receive training on, and are expected to, confidently and courteously perform this challenge. They should then be escorted to the main School Office to sign in and be issued with an identity badge. If the visitor refuses to comply, they should be asked to leave the site immediately, and the Director of Facilities or a member of the Senior Management Team should be informed.

Unknown/Uninvited Visitors to the School (out of school hours)

Visitors to the school site out of hours should be challenged only if there are other members of staff on hand to assist. If in doubt and the visitors are acting suspiciously, call 999.

Staff

All staff will wear photographic ID badges so visitors without badges can be easily identified.

As part of their induction, new staff will be made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This policy and procedures should be read in conjunction with other related school policies, including:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- eSafety Policy
- Staff, Governor and Visitor IT Acceptable Use Policy
- Preventing Extremism and Radicalisation Policy

- Visiting Speaker Policy

LANYARD COLOURS:

BLUE (School) – Staff, Governors, Peripatetic and regular volunteers – all on the SCR and unaccompanied around the school

YELLOW – contractors who are approved and on the SCR, and can be unaccompanied around the school

RED – visitors who require a member of staff to accompany them around the school site

Policy Evaluation and Review

The Senior Management Team reviews this policy annually and amends it to reflect regulatory changes (e.g. ISI regulations) and to improve the effectiveness of this policy and associated procedures.