



**QUEEN EMMA'S  
PRIMARY SCHOOL**  
BELONGING, BEING AND BECOMING

# Policies and Procedures

## **Visitors to School Procedure**

Information for Office:	
Policy Author:	Business Manager: C Taylor
Review Date	April 2025
Review frequency:	Annually
Next review date:	April 2026
Approved by:	Headteacher

All visitors must comply with the school policies and procedures, in particular DBS checks and Health and Safety requirements. All staff must be aware of the processes in place to ensure the prompt acceptance, direction and safety of visitors.

In line with current government guidelines, the school no longer has any COVID-19 restrictions in place. Face coverings are optional for visitors and we recommend regular hand washing/sanitation.

Visitors will be asked to wait outside until the arrival of their host.

- A visitor is defined as an individual who is not either an employee of Queen Emma's Primary School or a pupil currently enrolled.
- All visitors to the school should report to Visitor Reception, **be signed in** and given a Visitor badge that they must wear on display at all times, unless they already have a suitable photo ID such as Local Committee Volunteers or OCC employees.
- Staff must inform Reception of expected visitors. All visitors will be asked to verify their identity with photo ID. Staff will be asked to personally collect their visitor, unless they are a contractor with an APC (see below).
- During the school day, parent/carers are not permitted to enter the school site without reporting to Reception and may also be required to provide evidence of identity. Parents/carers collecting pupils during the school day should advise Reception of their arrival and will be asked to wait outside school.
- Contractors need to adhere to points above, unless they have been issued an APC (Approved Contractor Card). APCs must remain in Reception and will only be issued after sight of company ID. Staff do not need to collect contractors with APC. Reception staff simply to advise staff contractor on site. Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed.
- All visitors should be made aware of the information within the "Information for Visitors" booklet, which should be distributed as necessary, and also directed to the school Health & Safety Policy.
- No visitor should be left with pupils unaccompanied by a member of staff (a parent/carer talking to their own child is acceptable).
- If any visitor is to be regularly working with pupils in school, they need to go through the DBS procedure; please contact Trust HR.
- Any visitors on site who are not appropriately badged should be politely reminded of this policy and accompanied to Reception immediately.
- All visitors must return the Visitor's badge/APC before leaving the site. Any unreturned badges will mean that visitors will be contacted.
- The School accepts that there may be occasions when special arrangements are needed to process visitors. Staff should explain the circumstances of events to Administration Officer, well in advance so that we can ensure that this policy is adhered to at all times, pupils are safeguarded, and every individual can be accounted for in an emergency.



# Belonging Being Becoming