

Marsh Green Primary School

Visitor Policy

2025-2026



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1. Aims

Marsh Green Primary School (“the School”) aims to ensure that there is a clear and unambiguous protocol in place, regarding visitors to the premises, which is understood and implemented by all staff, governors, visitors and parents.

In addition, our aim is that this Visitor Policy will:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Promote engagement with the community and outside educational influences in a structured and productive manner.

2. Policy statement

The School has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Board and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the Governing Board 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 Visitor Policy.

3. Legislation and statutory guidance

This policy is based on the Department for Education’s statutory guidance [Keeping Children Safe in Education \(2025\)](#) and [Working Together to Safeguard Children \(2023\)](#). We comply with this guidance and the multi-agency procedures agreed and published locally by the [Barking and Dagenham Children’s Safeguarding Partnership](#).

This policy meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#) and is also based on the following legislation:

- Section 175 of the [Education Act 2002](#), which places a duty on schools and local authorities to safeguard and promote the welfare of pupils.
- [The Children Act 1989](#) (and [2004 amendment](#)), providing a framework for the care and protection of children.
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children.
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what ‘regulated activity’ is in relation to children.
- [Statutory guidance on the Prevent duty](#), explaining schools’ duties under the Counter-Terrorism and Security Act 2015 relating to protecting people from the risk of radicalisation and extremism.
- The [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#) (referred to in this policy as the “2018 Childcare Disqualification Regulations”) and [Childcare Act 2006](#), which set out who is disqualified from working with children.

4. Where and for whom this policy applies

The School is deemed to have control and responsibility for its pupils 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 (but is not limited) to:

- All teaching and non-teaching staff employed by the School.
- All pupils.
- All Governors of the School.
- All parents (including parent volunteers).
- All external visitors entering the School site during the school day or for after school activities (including but not limited to sports coaches, trainee teachers, after-school club personnel, social workers, school nurses, health visitors and educational psychologists).
- Cleaning operatives, employed by external agencies.
- Catering operatives, employed by external agencies.
- Contractors.

5. Authorisation

Individuals who would like to visit the School, and have not already arranged this with the relevant member of staff, should arrange their visit through contacting the School office on 020 8270 4984 or by emailing contact@marshgreen.bardaglea.org.uk

Visitors are required to sign in on arrival, using the School's electronic inventory system, which records the name of the visitor(s), the name of the organisation they are from and the purpose of their visit.

Anyone wishing to visit the School or arrange a meeting should do so prior to arrival. Without a prior appointment, it is not always possible to accommodate meetings with members of staff.

6 Visiting procedures

Where possible, the reception staff should be informed of all pre-arranged visitors to the School.

Arriving at the main School entrance in South Close

All visitors must report to the School reception first.

At reception, all visitors – including those who are already known to the School - will be required to produce formal identification and must state the purpose of their visit and who has invited them.

If a visitor fails to produce appropriate identification ahead of a meeting with a pupil, they will not be permitted to have unsupervised contact with that pupil.

All visitors will be asked to sign in, using the School's electronic inventory system (which is located in the School reception), recording details of their name, organisation, who they are visiting and car registration number (where applicable).

All visitors will be required to leave their belongings, including their mobile phone(s), in a safe place during their visit.

All visitors will be required to wear an identification badge. The badge must remain visible throughout their visit.

A written leaflet will be provided to all visitors, containing details of the School's safeguarding arrangements and the name of the Designated Safeguarding Lead, in the event that they need to report any safeguarding concerns during their visit.

All visitors will then be escorted to their staff point of contact OR their staff point of contact will be asked to come to the School reception to receive the visitor. The staff point of contact will then be responsible for the visitor(s), while they are on site.

Prior to departing the School, visitors will report back to the School reception, record their departure time on the School's electronic inventory system and return their identification badge.

7. Arriving via the staff car park entrance in Whitebarn Lane

To gain access to the staff car park, all visitors must contact the School reception via the external intercom by the car park gates.

Once parked, all visitors will then be required to contact the School reception again via the internal intercom situated next to the playground gate.

The School reception will arrange for a member of staff to meet the visitor(s) at the playground gate, so that they can be accompanied across the playground and into the School reception. **No visitor(s) will be permitted to enter the School premises from the staff car park without being accompanied by a member of staff.**

At reception, all visitors must state the purpose of their visit and who has invited them. They will be required to produce formal identification.

If a visitor fails to produce appropriate identification ahead of a meeting with a pupil, they will not be permitted to have unsupervised contact with that pupil.

All visitors will be asked to sign in, using the School's electronic inventory system (which is located in the School reception), recording details of their name, organisation, who they are visiting and car registration number (where applicable).

All visitors will be required to wear an identification badge. The badge must remain visible throughout their visit.

A written leaflet will be provided to all visitors, containing details of the School's safeguarding arrangements and the name of the Designated Safeguarding Lead, in the event that they need to report any safeguarding concerns during their visit.

All visitors will then be escorted to their staff point of contact OR their staff point of contact will be asked to come to the School reception to receive the visitor. The staff point of contact will then be responsible for the visitor(s), while they are on site.

Prior to departing the School, visitors will report back to the School reception, record their departure time on the School's electronic inventory system and return their identification badge. All visitors will then be accompanied by a member of staff from the School reception to the staff car park area. **No visitor(s) will be permitted to depart the School premises via the staff car park without being accompanied from reception by a member of staff.**

8. Unknown visitors to the School

Any visitor to the School site who is not wearing an identity badge should be challenged politely to enquire who they are and what the purpose of their visit to the School is.

The visitor should then be escorted to the School reception to sign in, using the School's electronic inventory system and be issued with an identity badge. The procedures in section 6 of this policy then apply.

In the event that the visitor refuses to comply with this, they should be asked to leave the site immediately and the Headteacher should be informed immediately.

The Headteacher will consider the situation and decide if it is necessary to inform the police.

Any unknown visitor who becomes abusive or aggressive will be asked to leave the site immediately and warned that, if they fail to leave the School grounds, police assistance will be called for.

9. DBS checks

All visitors undertaking regulated activity with pupils will be required to provide their enhanced DBS certificate with children's barred list information.

Visitors to the School who are visiting for a professional purpose, such as school improvement officers and school nurses, will be asked to show photo ID and:

- will be asked to show their DBS certificate, which will be checked alongside their photo ID or
- the organisation sending the professional, such as the local authority or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see a DBS certificate).

DBS certificate and children's barred list information will be recorded on the School's Single Central Record, for all visitors.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

10. Visitor conduct

Visitors to the School will be required to act in accordance with the School's Code of Conduct and other relevant school policies at all times.

The School reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the [Education Act 1996](#), it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the School site, the School has the right to request a banning order from the LA for the individual in question.

Additionally, we will not invite into the School any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

11. Monitoring arrangements

This policy will be reviewed **annually** by the school's Designated Safeguarding Lead. At every review, approval will be required from the full governing board.

12. Links with other policies

This policy links to the following policies and procedures (in alphabetical order):

- Codes of Conduct (governors, staff and volunteers)
- Complaints Procedure
- Data Protection
- Health and Safety
- Information Sharing
- Managing Allegations Against Staff (Including Low-level Concerns)
- Online Safety
- Safeguarding and Child Protection
- Use of Artificial Intelligence (AI)
- Whistleblowing