

PINNER

HIGH SCHOOL

Policy	PHS Visitors Policy
Date of Review	April 2025
Reviewed By	DHT
Date of Approval	1 September 2025
Approved By	Headteacher
Date of Next Review	April 2027
Statutory/Non Statutory	Non Statutory
Website/Non Website	Website

Visitor Policy

Introduction

Pinner High School welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the school that they make.

However, to ensure that safeguarding requirements are met, staff and visitors must be aware of and adhere to the school policies and procedures, in particular DBS checks and Health and Safety requirements. For the purposes of this policy, parents/carers are also classed as visitors.

Safeguarding Guidelines and Fire Evacuation Procedures are on display for all visitors in Reception.

Principles

All School staff will be made aware of the School's policy for visitors.

Unless a visitor is DBS checked by school or by a validated partner of the school (on which see below), all visitors must be accompanied at all times by a staff member when on the school premises when there are or may be students on site. (This includes trades contractors working on site when there may be students on the premises.)

If a member of staff or student meets anyone in school who is not known to them as a member of the school community (i.e wearing a staff or student lanyard) and that visitor is not accompanied by a member of the school staff, they should *always* politely ask the visitor to confirm their identity and purpose in school and accompany them back to Reception for the usual visitor signing-in and checking to be confirmed. If they are in any doubt of the legitimacy of the visitor, they should inform a member of SLT immediately.

Procedures

In order to ensure the safety of our students and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed:

- Staff should inform Reception if they are expecting a visitor: name, employer, school contact
- Visitors should use the main school entrance and report to Reception on arrival.
- Visitors must sign in and show a form of photo identification to Reception using the electronic system and have their photography taken, this is then attached to their Visitors lanyard, along with guidance notes.
- Visitors shall be required to wear visitors badge issued by school whilst on the premises at all time.
- **Regular visitors working with students in the school are required to be DBS checked.** Either school will carry out the DBS check or, where school obtains assurances from the visitor's employer or agency that safeguarding checks and safer recruitment procedures have been followed, school may rely on a DBS check obtained by their employer or agency (a "trusted partner" of the school). Where this is permissible, the individual must present an original DBS certificate (not a copy or electronic image) and photo ID to Reception and Reception will record the details from the visitor's DBS and other photo ID in an email proforma sent to HR for transfer to the Single Central Record. Before relying on a visitor's DBS in this way, Reception *must* check with HR or the Head of Operations or other SLT that

the visitor's employer *is* a trusted partner. *The exception of this is those social workers who work for the Local authority and they should provide a photo ID and should be a pre-arranged visit of which reception is advised in advance.*

- **Unless a visitor is DBS-checked by school or by a trusted partner as above, all visitors must be accompanied at all times by a staff member when on the school premises. (This includes trades contractors working on site when there may be students on the premises.)** Visitors must wait in Reception until a staff member arrives to accompany them.
- Visitors must be made aware of safeguarding and emergency evacuation procedures. They will be issued with a summary guidance which is attached to their visitor lanyard.
- Visitors should return the Visitor's badge before leaving the site and sign out correctly.

April 2025

Head of Operations/ DHT