



AL AMEEN
PRIMARY SCHOOL



VISITORS IN SCHOOL POLICY

Approved/reviewed by:	Mohammed Rahman (Headteacher)
Date effective from:	September 2026
Next review due by:	September 2027
Signed:	M A Rahman

IN THE FOOTSTEPS OF
MUHAMMAD

1 Introduction and purpose

Al Ameen Primary School welcomes parents, professionals, contractors, volunteers, speakers and other visitors where their presence supports pupils, the school community or the safe operation of the premises. The school will manage all visitors in a way that safeguards pupils, protects site security and enables appropriate educational and community engagement.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Safer Recruitment Policy, Health and Safety Policy, Fire and Emergency Procedures, Lockdown Procedure, Data Protection Policy and Privacy Notices, Prevent arrangements and relevant risk assessments.

The policy applies to all visitors to the school site, including those attending the Early Years Foundation Stage (EYFS). It reflects current safeguarding requirements and inspection expectations for independent schools and, where applicable, registered early years provision.

2 Core principles

- Safeguarding and promoting the welfare of children is everyone's responsibility. Any concern about a child or an adult's conduct must be acted on without delay.
- The level of identity checking, vetting, escorting and supervision will be proportionate to the purpose of the visit, the visitor's role, the frequency of contact and whether the activity is regulated activity.
- A visitor who has not been appropriately checked must never be allowed to undertake regulated activity or have unsupervised access to pupils.
- Professional visitors must have their identity checked and the school must be assured that any DBS check appropriate to the activity has been completed. Where an employer has provided that assurance, the school will not routinely ask to see the DBS certificate.
- Visitors must comply with the school's safeguarding, confidentiality, behaviour, health and safety, fire, lockdown, photography and device-use requirements.
- Reasonable adjustments will be made for disabled visitors where required, while maintaining safeguarding and security controls.

3 Arrival, identification and site security

- All visitors must report to the school office/reception on arrival unless a specific alternative arrangement has been authorised in advance for a large event.
- Reception staff will confirm the visitor's identity, purpose of visit and host. Photographic identification will normally be required for professional visitors and contractors.
- Visitors must sign in and record the information required by the school's visitor system, which may include name, organisation, person visited, purpose, arrival time and confirmation of identification.
- A visitor badge/pass must be worn visibly while on site. Staff must politely challenge any unknown adult who is not wearing appropriate identification and direct them to reception.
- Visitors must sign out and return any temporary pass before leaving the premises.
- The visitor's school contact is responsible for ensuring that the visitor is appropriately supervised or escorted where this is required by the school's risk assessment or the visitor's checking status.
- For large parent/community events such as sports days or performances, the Headteacher may approve alternative sign-in and supervision arrangements. Visitors attending such events will not be asked for DBS or barred-list checks solely because they are attending the event.
- Reception staff must verify the identity and authority of any adult requesting to collect a pupil. Any uncertainty must be referred immediately to the Headteacher, DSL or a Deputy DSL.

4 Safeguarding checks and categories of visitor

4.1 Professional visitors and visiting practitioners

For visitors attending in a professional capacity, including local authority, health, social care, educational psychology and other specialist practitioners, the school will check identity and obtain appropriate assurance about safeguarding checks from the visitor's employer or commissioning organisation. The check required will depend on the activity the visitor is carrying out. Where there will be no contact with children, a DBS check is unlikely to be required.

4.2 Volunteers

Volunteer arrangements will be assessed against the current definition of regulated activity. From 1 September 2026, a person volunteering in a school in a role involving teaching, training, instructing, caring for or supervising children frequently, on more than three days in any 30-day period, or overnight, is in regulated activity. The school will obtain an enhanced DBS check including children's barred-list information for such volunteers.

Existing volunteers whose role became regulated activity as a result of the September 2026 change will have their barred-list status checked in accordance with current DfE/DBS guidance. Where the school is subject to the EYFS framework, a volunteer must not begin regulated activity in the EYFS until the school has received the enhanced DBS certificate including barred-list information.

For volunteers who are not in regulated activity, the school will complete and retain a written risk assessment to decide what checks, if any, are appropriate. This will consider the nature and frequency of contact with children, the level of supervision, what is known about the volunteer and whether another level of DBS check is appropriate. A volunteer on whom no appropriate checks have been obtained must never be left unsupervised or allowed to undertake regulated activity.

Occasional parent helpers attending one-off events or trips will not automatically be subject to a DBS check. The Headteacher will determine appropriate supervision and any checks after considering the nature of the activity and the level of contact with pupils.

4.3 Work experience, students and trainee teachers

All placements will be agreed in advance and the school will clarify who is responsible for the required pre-placement checks. Salaried trainee teachers are subject to the same necessary pre-appointment checks as other staff. For fee-funded trainee teachers, the school will obtain written confirmation from the training provider that the checks the school would otherwise be required to undertake have been completed and that the trainee has been judged suitable to work with children.

Young people undertaking work experience will receive a safeguarding, confidentiality, behaviour and health-and-safety induction and will be appropriately supervised. Where a person aged 16 or over undertakes work experience in a specified place such as a school and the role gives an opportunity for contact with children, the school will consider whether an enhanced DBS check is appropriate. A DBS check cannot be requested for a child under the age of 16.

4.4 Contractors and self-employed workers

Safeguarding requirements for contractors will be built into contracts or commissioning arrangements where relevant. The school will ensure that contractors working on site have the level of DBS check appropriate to the work they will perform:

- a contractor undertaking regulated activity relating to children requires an enhanced DBS check including children's barred-list information;
- a contractor not in regulated activity but whose work gives an opportunity for regular contact with children requires an enhanced DBS check without barred-list information;
- where there is no opportunity for regular contact with children, the school will decide whether a basic DBS check is appropriate; and
- a contractor on whom no appropriate checks have been obtained must not work unsupervised or undertake regulated activity.

The identity of contractors will always be checked on arrival. Where a contractor is self-employed, the school will either obtain the appropriate DBS check or, where permitted by current guidance, ask to see the individual's certificate and verify that it is at the required level.

Where work is undertaken during school hours, the school will plan supervision, segregation and safe working arrangements so far as reasonably practicable. Contractors may also be required to provide suitable risk assessments and method statements (RAMS), receive a site induction, comply with fire and emergency arrangements and consult the asbestos register where relevant to the work.

5 External speakers, organisations and educational visitors

External speakers and organisations can enrich pupils' learning, but the school will undertake proportionate due diligence and approve visits in advance. The organising member of staff and/or senior leader must consider the educational value, suitability, age appropriateness, safeguarding implications and any relevant Prevent or political-impartiality risks.

- The aims, intended learning outcomes, content and format of the visit must be agreed in advance and must align with school policies and the planned curriculum.
- The school will consider the visitor's expertise, experience, reputation and any information reasonably available about the organisation or speaker.
- Where appropriate, staff will review presentation materials or agree the scope of content before the visit.
- The visitor will be given a named school contact and will be informed of the school's safeguarding, confidentiality, conduct, photography/device-use, emergency and site-security expectations.
- A suitable member of school staff will normally remain present during sessions with pupils and retains responsibility for behaviour, safeguarding and stopping or redirecting a session if concerns arise.
- The school will not provide a platform for the encouragement or support of terrorism. Visiting-speaker arrangements will be managed in line with the Prevent duty and the school's risk assessment.
- Partisan political views must not be promoted to pupils. Where political issues or partisan views are presented, the school will take reasonable steps to ensure a balanced, fair and dispassionate presentation of opposing views, taking account of pupils' age and understanding.
- Sensitive or controversial issues must be handled in an age-appropriate way. Staff should challenge misinformation, discriminatory content and views that undermine safeguarding or fundamental British values where appropriate.
- Where concerns about a proposed speaker cannot be adequately mitigated, the visit will not proceed. The Headteacher or DSL may seek advice from the local Prevent team or other relevant agency where appropriate.

6 Photography, recording, devices and information security

Visitors must not photograph, film, audio-record or livestream pupils, staff or school information unless this has been expressly authorised by the Headteacher or another designated senior leader and is managed in accordance with the school's safeguarding and data-protection arrangements. Personal devices should remain out of use in pupil areas unless their use is necessary for the authorised purpose of the visit.

Visitors must not access confidential pupil or staff information unless access is necessary for their professional role and has been authorised. Any guest network access will be subject to the school's filtering, monitoring and acceptable-use controls.

Visitor information and records will be handled in accordance with the school's Data Protection Policy, relevant privacy notice and retention schedule. Personal data will not be kept for longer than is necessary for the purpose for which it was collected.

7 Safeguarding concerns, allegations and low-level concerns

Any concern about a visitor's behaviour, conduct or interaction with a pupil must be reported immediately to the DSL or a Deputy DSL. Where the concern relates to an adult working in or on behalf of the school, including a trainee teacher, volunteer or contractor, the school will follow the procedures in Part Four of Keeping Children Safe in Education and its own Managing Allegations/Low-Level Concerns procedures.

- Concerns or allegations that may meet the harm threshold will be referred to the Headteacher (or the Chair/Proprietor where the concern is about the Headteacher), who will consider consultation/referral to the Local Authority Designated Officer (LADO) and any other required agency.
- Concerns that do not meet the harm threshold will be recorded and managed under the school's low-level concerns procedure where that procedure applies.
- If a child is in immediate danger or a criminal offence may have been committed, staff must take immediate protective action and contact the police or children's social care as appropriate.
- The school may end a visit, remove access to the site or impose additional supervision at any time where safeguarding, conduct or security concerns arise.

8 Emergency procedures

- On hearing the fire alarm, visitors must leave by the nearest safe exit and report to the designated assembly point or follow the directions of school staff. The visitor record will be used to support roll call/accounting for visitors.
- During a lockdown or other security incident, visitors must follow staff instructions immediately, remain in the directed safe location, silence devices where instructed and wait for the all-clear.
- Visitors requiring assistance in an emergency should make reception or their host aware on arrival so that suitable arrangements can be made.

9 Record keeping and the Single Central Record

The school will maintain visitor, speaker, volunteer, contractor and placement records sufficient to demonstrate that appropriate safeguarding decisions and checks have been made. Information will be entered on the Single Central Record only where required by law or statutory guidance, or may be included as clearly identified non-statutory information where the school considers this helpful. The school will not use the SCR as a substitute for separate visitor logs, risk assessments, assurances or contractor records.

10 Monitoring and review

The Headteacher and DSL will review the implementation of this policy, visitor records, speaker approvals and relevant contractor/volunteer arrangements at least termly. Any safeguarding or health-and-safety themes will be reported through the school's governance arrangements. This policy will be reviewed at least annually and sooner if legislation, statutory guidance, inspection requirements or school practice changes.

11 Key legislation and guidance

- Keeping Children Safe in Education 2026 (Department for Education).
- Education (Independent School Standards) Regulations 2014 and DfE Independent School Standards guidance (current version).
- Early Years Foundation Stage statutory framework for group and school-based providers (current version), where applicable.
- Working Together to Safeguard Children (current statutory guidance).
- Prevent duty guidance for England and Wales (2023, current version).
- DfE Political impartiality in schools guidance.
- Disclosure and Barring Service guidance on regulated activity and eligibility for DBS checks.
- UK GDPR, Data Protection Act 2018 and Data (Use and Access) Act 2025.
- Health and Safety at Work etc. Act 1974 and relevant health-and-safety regulations and guidance.
- ISI inspection framework and inspection handbook (current versions), and Ofsted requirements where applicable to provision inspected by Ofsted.