

The Marlborough Science Academy <u>Visitor Policy</u>	
Responsible Governing Body Committee:	Personnel
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Author:	Diana Dean
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June 2026		

This policy and procedure should be read in conjunction with other related documentation including:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Whistleblowing Policy
- Health and Safety Policy
- Fire Safety Procedures
- Evacuation Plan
- GDPR Policy



Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

- Health and Safety at Work Act 1974
- DfE “Keeping Children Safe in Education 2025”
- Childcare Act 2006
- Education Act 1996
- Home Office “Prevent Duty Guidance: England and Wales”

Purpose

The purpose of this policy is to safeguard all students whilst they are on the premises and when on offsite educational visits, where a visitor may be in attendance. It is important to have in place clear procedures for admittance of visitors to the school which are understood by all staff, visitors and parents/carers and conforms to safeguarding and child protection guidance.

Wherever possible, visitor information must be provided in advance to Reception, with the date and time that they are expected and which member of staff they will be meeting with. Visitor information can then be pre-populated onto the Inventory system making the sign in process more streamlined.

This policy applies to:

- All staff
- All students
- All Governors
- All external visitors entering the site during the school day
- All of those in school advisory roles
- All parents/carers
- Volunteers (including college placement students)
- Other education related personnel
- Building and maintenance and all independent contractors visiting the premises

Definition

For the purpose of this policy “Visitors” are defined as any person entering the school’s premises

Procedures

- Wherever possible, all visits should be pre-planned and Reception advised
- All visitors must press the buzzer on the gate to gain entry and if they are using the site car park must do so safely and park carefully in the spaces available
- On arrival visitors must report to the reception area or the office
- No visitor is permitted to enter the school via any other entrance other than via reception under any circumstances
- On arrival all visitors must state the purpose of their visit and who has invited them
- All visitors will be required to sign in at reception, making a note of their name, organisation, who they are visiting and their car registration (if applicable). This system is GDPR compliant
- Visitors will be provided with a visitor badge and lanyard which must be worn on display until they sign out. The colour of the lanyard will be in accordance with our safeguarding policy. Orange is for visitors that need escorting at all times. Blue is for visitors that we have the appropriate checks in place for and do not need escorting.
- Visitors will be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site
- Visitors are not permitted to move about the site unaccompanied unless they are registered on the approved DBS visitor list
- In the case of an emergency, the visitor is required to follow emergency procedures alongside staff and students
- Any breaches of the procedure must be reported to the head teacher

Approved Visitors:

We hold an approved visitor list as part of the single central record (SCR) for visitors who frequently visit the site to undertake work within the school site (including contractors). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the school's SCR
- Visitors on the approved list must follow the same procedures on entry to the premises. A copy of the approved visitors list will be kept in the office

Departure:

On departing the site, visitors must leave via reception:

- A member of staff should escort the visitor to the reception area to sign out (unless they are an "approved" visitor in which case they do not need to be escorted)
- A member of staff should retrieve the allocated visitor badge

Unknown Visitors/Unplanned Visits:

Any visitor to the site who is not expected or recognised should be challenged politely to enquire who they are and the purpose of the visit. The visitor should then be escorted to reception and follow the usual procedures for visitors or escorted from the site, whichever is deemed appropriate. If the visitor refuses to comply, they should be asked to leave the site immediately and a senior member of staff informed. The head teacher will consider the situation and decide if it is necessary to inform the police. If an unknown/unplanned visitor becomes abusive or aggressive,

they will be asked to leave the site immediately and warned that if they fail to leave, the police will be called. Any unknown visitors will not be left unattended at any time.

Governors and Volunteers:

Governors and volunteers must comply with disclosure and barring service procedures, completing a DBS disclosure form (if not already held). Thereafter, the visitor's procedures are to be applied accordingly.

Governors and Volunteers will be asked to comply with this policy by the member of staff to whom they planned the visit with e.g., teacher.

Sharing Information:

Sharing information about our school with visitors will primarily be via the website. Other information may be shared via email and in reports and this must be in accordance with GDPR.

Code of Conduct:

The expectations regarding the conduct of visitors are to protect the wellbeing of our students and staff. Our expectations of visitors are to:

- Respect the ethos, vision, and values of our school by acting with Dignity and Kindness
- Work together with staff in the best interests of all our students
- Treat everyone with respect
- Set a good example, including with regards to speech and behaviour
- Seek a peaceful solution to any issues which may arise
- Approach a member of staff to help resolve any issues of concern
- Adhere to the policies and procedures which have been shared

Behaviour that will not be tolerated:

- Disrupting, or threatening behaviour
- Swearing, or using offensive language
- Displaying a temper or shouting at members of staff or students
- Sending abusive messages, e mails or texts
- Posting defamatory, offensive, or derogatory comments about the school, its staff, or any member of its community, on social media platforms or groups
- Use of any aggressive behaviour, including physical, verbal or in writing
- Carrying or using alcohol, drugs, tobacco products, vapes, illegal items, weapons or objects that can be used as weapons on the school premises.
- Bringing animals onto the premises (other than guide/therapy dogs)

Any breaches to the code of conduct must be reported to the head teacher. The visitor will be asked to leave the premises immediately. The incident may be reported to the visitor's line manager (if relevant), the police (if deemed appropriate) and the visitor may be prohibited from visiting in the future. If this is the case, they will be informed of this in writing.