



Grayshott CE Primary School

Visitors Policy

Non-Statutory Policy

Approved by FGB

Autumn 2025

To be reviewed

Autumn 2026

In line with our school's vision and values, we welcome visitors to our school who can contribute greatly to the experiences and learning of our children.

We have responsibility for the safety and well-being of all of our children anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches etc.)
- Governors
- Parents/carers and volunteers
- Children
- Local Authority staff
- Building & Maintenance Contractors

Aims of the policy

- To ensure that visiting speakers in school enrich the educational experience of the children
- To ensure that all visiting speakers are aware of the context of the school, and that the purpose of all visits, including those that form part of RE or collective worship, is educational and not to evangelise or proselytise
- To contribute towards the safeguarding of all children and staff both during and outside of school hours when they are on our site.
- To ensure that all children and staff learn and work in an environment where they are safe and free from harm.

Protocol and Procedures

Visitors invited to the school

Before a visitor is invited to the school, the Headteacher or a member of the Senior Leadership Team are informed, with a clear explanation as to the relevance, purpose, date and time of the visit. Permission must be granted by the Headteacher before a visitor is asked to come into school.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the school building through the main door and report to office staff
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Book which is kept in reception at all times
- All visitors are required to wear an identification badge
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and safeguarding
- Visitors are 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.

On departing, visitors leave via reception, return the identification badge to reception and enter their departure time in the Visitors Record Book alongside their arrival entry

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the school site. They should then be escorted to Reception to sign the visitors' book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately. The Headteacher (or Senior Leader if unavailable) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they 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.

Governors and Volunteers

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and the Co-Chairs of Governors or Training Governor.

New volunteers will be asked to comply with this policy by staff they first report to when coming into school for an activity or class supporting role.

Visitors delivering Collective Worship and Religious Education

The NATRE guidance document 'Religious believers visiting schools' outlines that members of belief communities might be involved in engagement with schools in three distinct ways

- In school collective worship, pupils are offered opportunities for spiritual and moral development, including opportunities to join in with worship. Visitors to collective worship might present ideas and experiences from their faith, making clear the value of these ideas and experiences within the belief community, and asking pupils to think about them from their own (pupils') point of view.
- In leading prayer, no assumptions should be made about the commitments of the pupils: no religion advocates compulsory worship! As recommended in SACRE's guidance about collective worship 'Time to Reflect', pupils and adults attending an act of worship should be invited to join in with praying or singing with the option of taking the time for quiet reflection if they prefer. (Further advice can be found in 'Time to Reflect', page 11 in particular)
- In lessons, including RE, as with visits to places of worship, pupils are engaged in the task of learning. Visitors from belief communities are valuable because they can really help to bring such learning to life, bringing an authentic and authoritative voice into the classroom and offering pupils opportunities to question believers directly. This may be informative, help develop understanding, and may also challenge pupils to reflect on their own commitments or perspectives

Members of belief communities taking part in the life of the school, including visits to places of worship, should:

- be willing to share their own experiences, beliefs and insights, but avoid: i. criticising the experience and insights of others and ii. imposing their views on pupils in any way
- be familiar with the school's aims, ethos and policies and plan their involvement in the light of the aims and curriculum at the school;
- seek to use engaging teaching and learning methods that involve the pupils actively, and to communicate at appropriate levels for the age group(s) concerned;
- be willing to respect and value the beliefs of any pupils and adults in the school when they are different from their own;
- develop ways of speaking to pupils that communicate their open approach, avoiding any hidden agenda to 'convert' or proselytise.

A key question to help visitors reflect on their approach – the 'golden rule' of conduct: 'If a member of another religion or belief visited my child's school and contributed in the same way that I have done, would I, as a parent, be happy with the education given?'

Linked Policies

This policy should be read in conjunction with other related school policies: including:

- Child Protection
- Safeguarding
- Healthy and Safety

Monitoring and Evaluation

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.