



Visitors' Policy

Our Shared Vision

Striving for excellence in everything we do

High Quality
Education for
ALL

Effective
home/school
and community
partnerships

Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Site & Financial Management Committee	Date:
Signature (Chair of Committee):	Signature (Headteacher):

Last reviewed on: March 2026	Next review date: March 2027
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This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 3

All organisations concerned with children should work towards what is best for each child.

Article 6

Children have the right to live a full life. Governments should ensure that children survive and develop healthily.

Article 12

Children have the right to say what they think should happen when adults are making decisions that affect them and to have their opinions considered.

Article 18

Both parents share responsibility for bringing up their children and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.

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1. Purpose

At Becontree Primary School we have high expectations of all members of our school community. We believe in valuing the efforts of all and work hard to enable everyone associated with the school to fulfil their potential and contribute positively to their educational experiences.

We take all aspects of safety very seriously at Becontree Primary School. The well-being of our children and staff are central to everything we do. This policy relates to all visitors to our school, ensuring they are able to keep themselves and our children and staff safe. A visitor is defined as somebody who is not a current pupil or member of school staff. The term visitor includes past/prospective pupils and staff, as well as parents, consultants, contractors, volunteers, other Borough employees and members of the public.

2. Related policies

The following policies relate to this one and should be read in conjunction:

- Health & Safety Policy
- Security Policy
- Critical Incident Response Policy
- Managing Contractors Policy
- Educational Visits Policy

3. Responsibility

Headteacher (Marie Ziane)

The Headteacher retains overall responsibility for security and safety on site, this includes all visitors.

Strategic Business Lead (Paula Thornton)

The SBL has strategic responsibility for Health & Safety and ensures that the Single Central Record (SCR) is fully completed and up to date and that every adult with unsupervised access to children (either on site or during off-site trips) has undergone the necessary safeguarding checks.

Admin Team

The Admin Team has responsibility for receiving visitors and guests to our school and making sure that they are signed in and out correctly. They provide Safeguarding information. They ensure that the visitor is inducted as required and that the person who has organised the visit or is the key contact is informed accordingly.

All staff

Staff who are inviting guests into school have a responsibility to ensure that any checks required before the visit have taken place. The Educational Visits checklist details the checks required and can be obtained from Mrs Stonier (Deputy Headteacher) to ensure that all appropriate actions are taken prior to the visitor coming in to school. It also forms part of the Educational Visits Policy.

Staff must notify the SBL if they are inviting guests that will be unaccompanied in school, who carries out safeguarding checks, Mark Allen (Site Manager), who monitors site maintenance and security and the Mrs Dyrda, the Admin Assistant, who has responsibility for Enrichment (including Educational Visits).

Visitors that have not been pre-booked are signed-in and out in the same manner. A key member of staff will have responsibility and be notified by the Admin Team upon arrival.

It is the responsibility of all staff members to challenge visitors who they do not recognise or who are not wearing a school lanyard or are unsupervised and wearing a red lanyard, as they may not have followed signing-in procedures.

Link Governors

The Governors have appointed the following:

- Safeguarding Link Governor (Mrs Karen Brissett), who monitors safeguarding arrangements, including the Single Central Record, through regular visits
- Health & Safety Governor (Mr Richard Puttnam), who monitors H&S arrangements and documentation, including site walkabouts, through regular visits

4. Safeguarding - Good Practice

We are acutely aware that children see every individual in the building as 'safe' and that they do not discriminate between staff, visitors, parents, etc. With this in mind we work hard to ensure that all the relevant safeguarding checks are completed and the Single Central Record (SCR) is fully completed, reflecting all adults who have regular or infrequent contact with our children.

There are 2 types of routine checks completed by the school:-

- a. Full enhanced Disclosing and Barring Service (DBS) checks (updated every 3 years) and recorded on the SCR.
- b. Children's Barred List (List 99) checks, which are rare and only used where the full enhanced DBS check is awaited.

a) Full enhanced DBS check

This check investigates the complete criminal history of the individual and will show all convictions, reprimands, cautions and warnings, even if these took place a long time ago. The check requires the individual to provide 3 different types of identification; such as a passport, driving licence, etc. The check also requires information on any previous names used and a minimum of 5 years address history.

There are 2 types of DBS check recorded on the SCR; DBS checks that we complete ourselves (using the Atlantic Data online system through LBBD HR Department) and checks which have been completed by a third party. This is evidenced on the DBS certificate itself, where the company and person authorised to undertake the check are recorded.

b) Children's Barred List (List 99) check

This only checks whether the individual's name is on the list of people barred from working with children. The check requires the individual's full name and date of birth. We do not routinely complete this type of check for individuals who will be working with children but occasionally they may be used as part of a Risk Assessment process, where a full enhanced DBS is awaited.

DBS check made by the school

The school uses the Certn online checking system. This is accessed through the LBBD HR department, who facilitate the school's HR requirements. The system is password protected and currently only accessed by the SBL. The school completes DBS checks on the following groups:-

- School staff
- Governors
- Fundraising Committee members
- Parents who volunteer regularly

Third party DBS check

For many years, we have also collected DBS information for other regular visitors, who have been checked elsewhere. The company or individual provides these details directly to the school office and these are recorded on the SCR by the SBL. Groups/individuals include:-

- Contractors / engineers
- Long-term agency staff
- External Catering staff
- CMS Music staff
- Childville (after-school provider) staff
- PGCE students
- College students
- LBBD staff (Ed Psych, etc)
- External club workers (Learning Hive, SportsCool, etc)
- Other (Finance consultant, relief caretaker)
- BDSIP Consultant
- PSA Support Consultant
- Counsellor
- Photocopy engineers

There are still many other visitors to the school for whom enhanced DBS information is not routinely kept. These visitors are regularly in the building at various times when pupils are on site or have access to personnel/pupil information, etc. These regular visitors, who have direct unaccompanied access to children and facilities, include:

- LA Link Adviser
- School Nursing team
- Social workers

These individuals are employed and have professional links with third party bodies; such as LBBD or the Health Authority. The DBS information is requested and is recorded on the SCR but sometimes both the third party and the individual are unable to provide the information.

Individual Social Workers and the School Nursing Team attending the school may change regularly but as both groups work closely with schools and routinely check their staff, the visit may still go ahead without this, as long as staff are wearing a photographic ID badge, with Social Worker ID number.

Occasional visitors/visitors without a DBS check

The Educational Visits checklist details the checks required before arranging a visit and can be obtained from Mrs Stonier (Deputy Headteacher). Staff can get assistance from Mrs Dyrda (Admin Assistant responsible for Enrichment).

The following are also visitors but are not regular:

- Visitors for drama sessions (Panto, Anti-bullying play, etc)
- Guest speakers (NSPCC, etc)
- Bikeability staff
- Parents attending meetings, workshops or open-day events

This group are the most concerning as it is not always possible to obtain appropriate enhanced DBS clearance for them. This maybe because they are self-employed individuals; such as a private author, or the company may employ freelance staff; such as Greenshoes Drama, who are a charity. Often people from this group are able to provide a DBS but it is not always from the company that is directly associated with the school.

If the school is **unable** to obtain adequate DBS information for an individual, then that person must be constantly accompanied when in the building. This includes any periods of time in the staffroom, walking to rest room facilities, etc. A member of staff will escort in the corridors and throughout the building.

Parents on site, who are fulfilling another role; such as a volunteer helper will already be checked (see above). Any other parents or family members are escorted at all times.

5. Signing-in upon arrival and visitor conduct

All visitors must come through the main front office 'visitors entrance'. They must use the electronic signing-in system. If the sheer number of visitors for an event; such as a parent meeting, course or workshop, makes this impractical, then a paper register of attendance is taken.

Those that sign-in are allocated a badge, which must be worn whilst on the site. The badge is checked by office staff and placed into a coloured lanyard. A green lanyard is given to visitors who have provided the school with a current enhanced DBS. A red lanyard is used where the school has no DBS information. Staff are vigilant and trained to challenge an unaccompanied visitor with a red lanyard or any not wearing a lanyard at all.

It is the responsibility of the office staff to ensure that all visitors have signed in, to allocate the correct badge and ensure that they are accompanied if appropriate. It is also their responsibility to give all visitors a Becontree Safeguarding leaflet.

A signing-in system email is sent to the relevant staff member to let them know that their visitor has arrived. All visitors are provided with H&S information (through the signing-in process and on their lanyard) when they sign-in.

Occasionally it is not possible to sign-in all visitors electronically. If the electronic system is out of order, a paper signing-in sheet is used and visitor badges on red lanyards are given out.

Office staff ensure that visitors sign out when they leave the site, even if only for lunch.

It is the responsibility of the staff member who has arranged the visit to ensure that visitors conduct themselves appropriately whilst on site. Unexpected or unvetted visitors must always be accompanied by a member of staff.

All visitors will be given the Visitor Code of Conduct (see Appendix A). Visitors must not bring anything dangerous or hazardous on to the premises. They must not smoke on the premises or carry uncovered hot drinks around the corridors or areas occupied by children. Visitors must not take photos or make recordings whilst on the premises without the permission of a member of the SLT or the Site Manager (for contractors).

Visitors must follow the directions of staff whilst on site. Any inappropriate conduct will be reported to the Headteacher (or a member of the SLT) and the visitor may be asked to leave the premises.

6. GDPR requirements

The General Data Protection Regulations 2018 allow the school to record information for individuals in order to maintain a safe and secure environment and safeguard the children in their care. Photographs of individuals are retained on the signing-in system for identification purposes only. Paper copies of photos are destroyed after use. The school uses the DBS certificate to record the information required for the Single Central Record (SCR). Copy DBS certificates are never retained by the school and are destroyed as soon the information has been extracted.

7. Health & Safety and Evacuation arrangements

It is the responsibility of the staff member arranging the visit to ensure that visitors are fully aware of H&S arrangements and evacuation procedures. Appendix A provides an information sheet that staff can provide to the visitor prior to their arrival. In addition both the signing-in process and all badges (both red and green lanyards) have a card inserted with critical H&S and evacuation arrangements.

Fire Warden staff take responsibility for ensuring that everyone is accounted for in an evacuation, this includes visitors to the site. The electronic signing-in system has an App which allows authorised staff to ensure everyone is accounted for. If visitors have used a paper signing-in sheet, this is taken to the Muster Point to be checked off.

8. Audit and monitoring arrangements

The Site & Financial Management Committee have responsibility for ensuring that the SCR is regularly audited. The Safeguarding Governor and Headteacher both audit the SCR at least termly. The audit is recorded and presented to the SFM Committee at each meeting.

This policy is reviewed alongside other school policies at least annually and is presented to the SFM Committee for approval.

9. Links to other school policies/procedures

- Safeguarding/Child Protection Policy
- Health & Safety Policy
- General Data Protection Regulations (GDPR) Policy
- Educational Visits Policy
- Induction checklist

Visitor Code of Conduct

Welcome to Becontree Primary School. Our school community follows our school motto of Respecting One Another and whilst encouraging visitors to feel at home, we ask that you follow the important information detailed below.

Health & Safety at Becontree Primary School is the responsibility of Mrs M Ziane (Headteacher). Mrs P. Thornton (Strategic Business Lead) will deputise in her absence. If you have any questions please ask.

Site Security



The site will be locked from 6pm to 5.30am (apart from times of evening lettings). The car park is situated to the front of the building. If you would like to use this, you must gain prior-approval to do so. Although pupils do not have access to this area, please take care when entering or leaving. Please sign-in when entering the building and wear the ID lanyard provided by staff. You will also be provided with a Safeguarding leaflet, please take time to read this. When leaving, please sign-out and return your lanyard.

First Aid



The main First Aid room is situated in the main reception area. This room should be used during the main teaching sessions for the children and staff needing medical attention. Further information is displayed on posters around the school and on the back of every door. During all playtimes and lunchtimes First-Aid is administered to both infants and juniors from the first aid room. Access for junior children is through the double doors adjacent to the infant toilet block, whilst the reception and KS1 children access through the reception shared base or playground door next to the Sunshine Hall.

Evacuation



Fire evacuation instructions are displayed in all rooms. In case of an emergency evacuation the fire alarm will sound and everybody will assemble as indicated by the fire escape notices to be found in every room. Generally, this will mean that KS2 children assemble in the main playground. Foundation stage children and KS1 children assemble in the front infant playground by the grass, although you should follow the instructions on the signs in every room. If off-site evacuation is necessary, pupils will be evacuated to St. Vincent's R.C. School. Their telephone number is 020 8270 6695. When assembled the class teacher should undertake a head count. This will be checked against the class numbers from the evacuation register provided by the office staff. If the numbers don't tally then a roll call takes place. The names of any missing persons must be reported to the Mr M. Allen (Site Manager), Mrs M Ziane (Headteacher) immediately or to the person deputising in her absence (see Emergency, Evacuation and Crisis Procedures for chain of command).

Smoking



Smoking is not permitted in any part of the school premises or in the playgrounds.

Health & Safety

We ask that you follow instructions given by school staff and report any Health & Safety issues immediately. Hot drinks may not be taken out of designated rest areas, unless in a lidded cup.

GDPR

All visitor data (such as signing-in information) is kept securely in line with the school's Data Protection Policy.

Use of Mobile Phones

Visitors must not use personal mobile phones and laptops, or school equipment for personal use and must not use personal mobile phones or cameras to take photos/videos of pupils.