



VISITORS AND VOLUNTEERS POLICY

School Policy:	Visitors and Volunteers Policy	
Date:	September 2026	
Policy Lead(s):	Heads of Schools	
Approval signature and/or date:	Governors Sept 2026	
Next review date:	September 2027	

Applies to: All visitors, volunteers, governors, contractors and external agencies

1. Policy Statement

Our school is committed to safeguarding and promoting the welfare of all children and expects all adults working in or visiting the school to share this commitment. We recognise the valuable contribution that visitors and volunteers make to the life of the school and seek to ensure that their involvement enhances pupils' learning, wellbeing and personal development whilst maintaining the highest standards of safeguarding. All arrangements relating to visitors and volunteers will be implemented in accordance with current safeguarding legislation, Department for Education (DfE) guidance and the school's safeguarding procedures.

2. Aims

The purpose of this policy is to safeguard all pupils, staff and visitors while ensuring that the valuable contribution made by volunteers and visitors enhances the educational experiences of pupils. The school is committed to maintaining a safe, welcoming and inclusive environment in which safeguarding remains paramount. Through clear procedures and robust arrangements, the school ensures that all visitors and volunteers understand their responsibilities, comply with statutory safeguarding requirements and contribute positively to the life of the school. The policy also aims to establish transparent expectations regarding suitability checks, conduct and supervision, ensuring that all adults onsite support the school's commitment to protecting and promoting the welfare of children.

3. Definition of Visitors and Volunteers

For the purpose of this policy:

Visitors may include parents, governors, contractors, educational professionals, visiting speakers, health professionals, inspectors, prospective parents and members of the community attending school events.

Volunteers are individuals who offer their time to support the school on a regular or occasional basis without payment. This may include parents, carers, governors, students on placement and community volunteers.

4. Safeguarding Principles

The safety and welfare of pupils is the school's highest priority. All visitors and volunteers are required to uphold the school's safeguarding culture and adhere to its safeguarding and child protection procedures at all times. Individuals must act professionally, maintain appropriate boundaries, respect confidentiality and follow the guidance of school staff. Any safeguarding concerns about a child must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL. Visitors and volunteers are also expected to comply with health and safety requirements and contribute to maintaining a secure environment for all members of the school community. No visitor or volunteer will be permitted unsupervised access to pupils unless the appropriate safeguarding checks have been completed and authorised. Individuals undertaking regulated activity with children must meet the relevant statutory safeguarding requirements.

5. Recruitment and Vetting of Volunteers

The school carefully assesses all volunteering opportunities to determine the level of safeguarding checks required. Prior to commencing their role, volunteers may be required to provide proof of identity, references, relevant qualifications and details about their suitability to work with children. Where a volunteering role involves regulated activity with children, the school will undertake the necessary safeguarding checks, including an Enhanced Disclosure and Barring Service (DBS) check with children's barred list information where required by law. Decisions regarding the appropriateness of checks will be made in accordance with current Department for Education guidance and statutory safeguarding requirements. Volunteers will not begin their duties until all required checks have been satisfactorily completed and reviewed by the school.

6. Induction and Training

All regular volunteers will receive an induction appropriate to the nature of their role. This induction will ensure that volunteers understand the school's safeguarding arrangements, behaviour expectations, health and safety procedures, emergency arrangements and confidentiality requirements. Volunteers will be informed of the identity and role of the Designated Safeguarding Lead and will receive guidance on recognising and reporting safeguarding concerns. The school is committed to ensuring that volunteers have the knowledge and confidence necessary to carry out their responsibilities safely and effectively.

7. Visitor Procedures

To maintain the security of the school site, all visitors must report to the school office immediately upon arrival. Visitors will be required to sign in using the school's visitor management procedures, provide identification where appropriate and wear a visitor badge throughout their time on site. Visitors are expected to remain within authorised areas and must sign out before leaving the premises. Where visitors arrive without a prior appointment, access may be delayed until suitable authorisation has been obtained. The school reserves the right to refuse entry to any individual where there are concerns relating to safeguarding, security or conduct.

8. Supervision of Visitors and Volunteers

The school will determine appropriate supervision arrangements based on the nature of the individual's role, the purpose of the visit and the safeguarding checks that have been completed. Visitors and volunteers who have not undergone the relevant safeguarding checks will remain under the direct supervision of a member of staff whenever they are in areas occupied by pupils. The level of supervision required will be proportionate to the activity being undertaken and will be determined through a risk-based approach. These arrangements ensure that pupils remain safe whilst still benefiting from the involvement of visitors and volunteers.

9. Conduct and Confidentiality

Visitors and volunteers are expected to demonstrate the school's values through their behaviour and interactions with pupils, staff and families. They must act professionally at all times, maintain appropriate boundaries and follow all school policies and procedures. Information relating to pupils, families and staff must be treated as confidential and must not be discussed outside of the school environment. Visitors and volunteers must not take photographs, make recordings or use personal

devices inappropriately whilst on site. Any concerns regarding the conduct of a visitor or volunteer will be addressed promptly and may result in the withdrawal of permission to attend or support the school.

10. Health and Safety

The school is committed to providing a safe environment for all members of the school community. Visitors and volunteers are expected to follow health and safety instructions, report hazards, accidents or incidents promptly and comply with fire and emergency evacuation procedures. Where necessary, individuals will be informed of specific site risks and any relevant control measures. By adhering to health and safety requirements, visitors and volunteers help to ensure that the school remains a safe and well-managed environment for pupils, staff and visitors alike.

11. Use of Mobile Phones and Technology

Visitors and volunteers must comply with the school's Mobile Phone Policy, Online Safety Policy and safeguarding procedures. Personal mobile phones and smart devices should not be used in areas where pupils are present unless there is a legitimate and authorised reason to do so. Photographs, videos or audio recordings of pupils may only be taken using approved school systems and where the appropriate permissions and consents are in place. These arrangements help to protect pupils' privacy, support online safety and minimise safeguarding risks.

12. Allegations and Safeguarding Concerns

Any safeguarding concern involving a visitor or volunteer will be managed in accordance with the school's Child Protection and Safeguarding Policy, Keeping Children Safe in Education and local safeguarding procedures. Where an allegation is made against a visitor or volunteer, the Headteacher will take immediate action to ensure that pupils remain safe and will seek advice from the Local Authority Designated Officer (LADO) where appropriate. The school reserves the right to suspend or terminate a visitor's or volunteer's involvement whilst concerns are being considered. All allegations will be handled fairly, proportionately and in line with statutory guidance.

13. Monitoring and Review

The implementation and effectiveness of this policy will be monitored by senior leaders and governors to ensure that safeguarding arrangements remain robust, effective and compliant with statutory requirements. The policy will be reviewed annually, or sooner if changes to legislation, Department for Education guidance or local circumstances require amendment. Feedback from staff, volunteers and visitors, alongside safeguarding monitoring and audit processes, will be used to inform continuous improvement and ensure that the policy continues to support a safe and secure environment for all pupils.