

At Lobley Hill Primary School we aim to 'Be the Best We Can Be' through being curious, adventurous and respectful in order to achieve personal excellence.

Lobley Hill Primary School

Visitor Policy

Approved by:	Governing Body	Date:
Last reviewed on:	August 2026	
Next review due by:	August 2027	

Mission statement

At Lobley Hill Primary we are passionate to be the best we can be through being curious, adventurous and respectful in order to achieve personal excellence.

School vision

We want to provide an inspirational and welcoming environment where all children are respected, feel happy, safe and secure in their learning. We promote an inclusive and effective learning community where we celebrate diversity and have high expectation for all.

We want to enhance children's life chances through a stimulating supportive partnership with parents and carers that nurture each child to achieve his/her full potential and we achieve this through a creative holistic approach in all that we do.

We want our children to become responsible, confident members of a global society who can apply their experiences gained at Lobley Hill Primary School to all future learning.



Rationale

We have a statutory duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Disability Discrimination Act 1995 and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school come to no harm.

We require all visitors such as parents/carers, education officials, Local Authority officials, contractors and others to report to the main school office upon entering the school premises. They will be welcomed in a cordial confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and to confirm their status by producing verifiable documentation.

When working on the school premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims:

- To ensure that the school premises are safe and that visitors to school come to no harm.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the **Executive** Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Executive Headteacher

The Executive Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure the health and safety of all visitors to school by undertaking a Risk Assessment of the premises;
- ensure that all contractors when working on the school premises cooperate with our health and safety policies and procedures;
- ensure that all contractors act in a responsible and proper manner;
- come to an agreement regarding how the contractor can work on the school premises during the school day;
- check to ensure that this working agreement is fulfilled;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Executive Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Executive Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- take reasonable care of their own health and safety;
- take reasonable care of the health and safety of pupils, visitors and contractors;

- be aware of the working agreement between the school and any contractor undertaking work in the school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Visitors and Contractors

Visitors will:

- report to the school office upon entering the school premises;
- confirm their status by producing verifiable documentation;
- enter their details in the visitor's book;
- wear a school visitor's badge;
- place mobile phones, medication and handbags etc into the lockers located in the staffroom.
- be familiar with the procedure of evacuating the school building in the event of an emergency;
- be familiar with safeguarding issues to protect themselves and the children in school.
- sign out when leaving the school

Contractors will:

- comply with all health and safety policies and procedures when working on the school premises;
- act in a responsible and proper manner;
- come to a working agreement regarding how they can work on the school premises during school day or in holiday time.

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- Executive Headteacher reports to the Governing Body
- information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring and Review of this Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the **Executive** Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.