

School Visitors' policy

The Lady Byron School



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1. Statement of Intent

This policy outlines The Lady Byron School's procedures regarding visitors to the premises.

This policy enables the school to:

- Safeguard and protect the welfare of pupils and staff
- Provide a safe, respectful and professional working environment
- Prevent disruption to lessons and educational activities
- Protect school property
- Engage with the community in a structured and appropriate manner
- Prevent harassment, including sexual harassment, in line with statutory duties

The school operates a zero-tolerance approach to harassment, including sexual harassment, by visitors towards staff, pupils, governors or other visitors.

2. Legal Framework

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

- Health and Safety at Work Act 1974
- Equality Act 2010
- Worker Protection (Amendment of Equality Act 2010) Act 2023
- Protection from Harassment Act 1997
- DfE "Keeping Children Safe in Education"
- Childcare Act 2006
- Education Act 1996
- Prevent Duty Guidance
- Political Impartiality in Schools (DfE 2022)

This policy operates in conjunction with:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Health and Safety Policy
- First Aid Policy
- Staff Code of Conduct
- Prevent Duty Risk Assessment

3. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 0116 467 0811 or by emailing reception@ladybyronschool.co.uk

School response emails have a signature strip which directs potential visitors to our website:

Visiting Us? Please read important information here:
<https://www.ladybyronschool.co.uk/visiting-us/> **before your visit.**

Visitors must:

- Ring the doorbell
- Provide identification
- State the purpose of their visit
- Be escorted to reception
- Sign in and wear a visitor badge

Visitors will not be allowed unsupervised access to the premises unless appropriately vetted.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff.

Parents are discouraged from visiting the school during school hours unless for a school event, pre- arranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

4. Visiting Procedures

All visitors to the school, including parents, must:

- Report to reception immediately
- Provide name, organisation and purpose of visit
- Sign in
- Wear visitor ID at all times
- Sign out on departure
- Return ID badge

Visitors will be given a 'safeguarding for visitors' leaflet (Appendix One), detailing important procedures and what to do if they have any concerns.

All visitors who are invited to the school to deliver talks, lead discussions, or engage with students in any educational capacity are required to share any materials or content they intend to use with the Headteacher in advance of their visit. This is a vital part of our safeguarding responsibilities to ensure that all information presented is appropriate for the age and developmental stage of our students.

Additionally, it helps the school uphold its commitment to political neutrality and balanced viewpoints, preventing the promotion of any partisan or ideologically extreme messages. Reviewing materials in advance also allows the school to ensure that the content aligns with our values and educational aims, fostering a respectful and inclusive environment for all students.

5. Safeguarding

The school is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

6. Exceptions

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures.

Anyone attending school events will keep to the areas of the school grounds where the events are taking place.

7. Unidentified Individuals

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed visitor badge.

Any such visitors will be directed to the school office where they can sign in.

If a visitor cannot be identified, the Headteacher or member of SLT will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

8. Visitor Conduct

Visitors must act in accordance with:

- School policies
- The Code of Conduct
- Safeguarding procedures

The school reserves the right to remove any individual behaving aggressively, abusively or inappropriately.

Under Section 547 Education Act 1996, causing nuisance or disturbance on school premises is an offence.

Persistent unacceptable behaviour may result in a banning order.

This includes behaviour that could reasonably be interpreted as harassment, intimidation or unwanted conduct of a sexual nature.

9. Sexual Harassment and Inappropriate Conduct

The Lady Byron School is committed to preventing sexual harassment in line with the Equality Act 2010 and the Worker Protection (Amendment of Equality Act 2010) Act 2023.

Sexual harassment is unwanted conduct of a sexual nature that:

- Violates a person's dignity; or
- Creates an intimidating, hostile, degrading, humiliating or offensive environment.

Examples include:

- Sexual comments or jokes
- Remarks about appearance
- Sexualised language or gestures
- Unwanted physical contact
- Persistent unwanted communication
- Sending sexual messages or images
- Recording individuals without consent in a sexualised context

This applies to:

- Visitor to staff
- Visitor to pupil
- Visitor to visitor

Any visitor engaging in such behaviour will:

- Be required to leave immediately
- Be reported to the Headteacher
- Potentially be subject to restricted access or banning
- Be referred to police where appropriate

Staff who experience harassment must report it immediately to SLT. Incidents will be recorded and managed formally.

The school will take all reasonable steps to prevent sexual harassment, including clear standards, reporting mechanisms and enforcement action.

10. Acceptable Use of ICT Systems

All staff, the Proprietor, volunteers and visitors who are provided with access to the school's ICT systems or internet access, whether on site or via a school-issued device, are required to adhere to the school's ICT acceptable use standards.

Use of the school's ICT systems must be strictly for educational purposes or for the purpose of fulfilling professional duties. Any misuse of ICT systems, access to inappropriate material, unauthorised software installation, data breaches, or conduct that could bring the school into disrepute will be treated as a serious matter and may result in withdrawal of access, termination of visit, disciplinary action, or referral to external agencies where appropriate.

The school reserves the right to monitor use of its ICT systems and internet access in accordance with safeguarding, data protection and regulatory requirements.

Appendix One – Visitor Safeguarding Declaration Form

Visitor Details

- Full Name: _____
- Organisation (if applicable): _____
- Role / Purpose of Visit: _____
- Date(s) of Visit: _____
- Contact Email: _____
- Contact Telephone: _____

Safeguarding Declaration

I confirm that I have:

- Read and understood the **Lady Byron School Safeguarding Policy**
- Read and understood the **Visitor Policy**
- Read the **Safeguarding for Visitors leaflet**

I understand that while on site I have a responsibility to safeguard and promote the welfare of children and young people and that I must follow the school's safeguarding procedures at all times.

I agree to:

- Act in a professional manner and maintain appropriate boundaries with students
- Follow staff instructions and school procedures while on site
- Immediately report any safeguarding concerns, disclosures, or incidents to the Designated Safeguarding Lead (DSL) or a member of the senior leadership team
- Not take photographs, videos, or audio recordings of students unless explicit permission has been granted by the school

Materials and Content Declaration

I confirm that:

- All materials, resources, and content intended for use during my session(s) have been shared with the Headteacher in advance of my visit
- I will not introduce any additional materials or content that have not been approved
- The content delivered will be age-appropriate, inclusive, and aligned with the school's values

- I will maintain political neutrality and will not promote partisan, ideological, or extremist views

GDPR / Data Protection Declaration

Lady Byron School is committed to protecting personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

I understand and agree that while on school premises, or when working with students on behalf of the school, I must:

- Treat all student information as confidential
- Not record, collect, store, or share personal data about students (including names, images, video/audio recordings, contact details, or any identifying information) unless explicitly authorised by the school
- Not share any information about individual students, staff, or families on social media or other public platforms
- Not remove personal data from the school site (including written notes containing identifiable information) unless specifically agreed with the school
- Report any loss, misuse, or accidental disclosure of personal data immediately to the school's Data Protection Lead or a member of the Senior Leadership Team

I understand that any breach of confidentiality or data protection may be treated as a serious matter and may be reported to relevant authorities where appropriate.

ICT Acceptable Use

When using the school's ICT systems and accessing the internet in school, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way that could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that my devices are secure and password-protected, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

DBS / Supervision Declaration

Lady Byron School is required to ensure that all visitors working with students are appropriately vetted or supervised in line with safeguarding guidance.

Please complete **one** of the sections below:

DBS Clearance

I confirm that I hold a **current Enhanced DBS certificate** (including children's barred list, where applicable).

- DBS Issue Date: _____
- Issuing Body (e.g. DBS / Update Service): _____

I confirm that a **copy of my DBS certificate has been provided to the school prior to my visit.**

Supervision (if DBS is not held)

I do **not** hold a current Enhanced DBS certificate.

I understand and agree that:

- I will **not be left alone with students at any time**
- I will be **supervised at all times** by a member of Lady Byron School staff
- I will follow all safeguarding instructions given by supervising staff

Declaration

I confirm that the information provided above is accurate and that I understand and agree to comply with Lady Byron School's safeguarding and data protection requirements.

Signature: _____

Print Name: _____

Date: _____

For School Use Only

- DBS seen and recorded: Yes No
- Copy of DBS received prior to visit: Yes No
- Supervision required: Yes No
- Supervisor name: _____
- Checked by: _____
- Date: _____

Appendix Two – Visitor Conduct Notice



THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE LE18 1AL

reception@ladybyronschool.co.uk

0116 4670811

VISITOR CONDUCT NOTICE

Welcome to our school.

To ensure a safe, respectful and professional environment for pupils and staff:

All visitors must:

- Sign in at reception
- Wear a visitor badge
- Follow staff instructions
- Remain in authorised areas
- Act respectfully at all times
- Adhere to the Safeguarding Guide for visitors at all times

Zero Tolerance of Harassment

The Lady Byron School operates a zero-tolerance approach to:

- Aggressive or abusive behaviour
- Intimidation
- Sexual harassment
- Inappropriate comments or gestures
- Unwanted physical contact
- Recording individuals without permission

Any visitor engaging in such behaviour will be required to leave immediately and may be reported to the police.



Appendix Three – Safeguarding Leaflet for Visitors

Disclosure by a child

1. Stay calm and listen carefully.
2. Do not promise confidentiality.
3. Do not ask leading questions or investigate.
4. Reassure the child.
5. Record exactly what was said.
6. Sign and date the record.

Pass it immediately to a DSL/ DDSL

It is not your responsibility to investigate but to report to the Designated Safeguarding Leads.

Our Designated Safeguarding Lead (DSL):

Anika Collins, Headteacher

Deputy DSL (DDSL):

Jo Weatherstone

Mel Kinsella

Emily Matthews

Ali Lodhi

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately.

They will offer advice and take appropriate action.

Other General Information

Fire and emergency evacuation: A copy of the fire procedure and directions to the assembly point can be found in every room. Please familiarise yourself with it on arrival.

If you discover a fire activate nearest alarm

If the fire alarm sounds, a continuous ring, please leave the building immediately following the emergency exit signs to the nearest exit and assemble by the car park gates. Students will line up in their class groups.

First Aid: Please ask at Reception if you need assistance. If a student is taken ill, please alert a member of staff or ask at the main office to ask for assistance.

Accidents & Incidents: Please report these to Reception.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Headteacher for details.

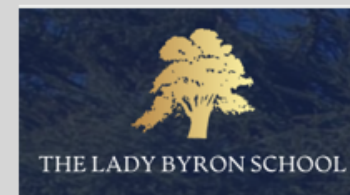
Visitors' Toilets: Located on the ground floor. Please ask at Reception for directions.

Parking & Disabled Access: Limited parking is available in our car park, but spaces can be reserved if necessary. There is flat access to the main building.

Reporting defective equipment or hazards: Please report these to Reception.

We do not allow smoking or vaping on the school grounds

The Lady Byron School



Visitor & Safeguarding Information

Welcome to the Lady Byron School

We are committed to safeguarding and promoting the welfare of children.

All staff; volunteers and visitors share this responsibility.

This leaflet explains:

- What we expect from you
- What to do if you are worried about a child
- Emergency procedures

Please read carefully.

We hope you enjoy your time at our school.

REMEMBER...if in doubt...ask

If you are worried about something, please do not leave our school without telling someone.

Telephone: 0116 4670811

E-mail: reception@ladybyronschool.co.uk

Visitors Policy

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for details of our safeguarding leads, or please contact Reception who can locate them for you.
- If there is any reason to suspect that a student has suffered any kind of abuse, sexual harassment or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Please share any concerns with the safeguarding team personnel or reception. If you remember anything later please contact the school

On Arrival

- ✓ Sign in at Reception
- ✓ Collect and wear your visitor badge
- ✓ Wait in Reception until collected
- ✓ Read this leaflet (first visit)

When leaving:

- ✓ Sign out at Reception and hand back your badge

Keeping everyone safe

As a visitor, please remember the following:

- You must not have any physical contact with any student.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment or connect with them via social media.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.
- Mobile phones are not to be used on the school site
- Be a good role model to our students by being respectful, fair and considerate of others. Remember students may interpret your words/actions differently.
- Report to any unacceptable behaviour from students to school staff
- When working with a student(s) ensure you are visible to others.

Staff Conduct

If you are concerned about the conduct of any member of staff, immediately inform the DSL OR DDSL

What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

Direct discrimination is where you are treated less favourably because of your disability than someone without a disability would be treated in the same circumstances and there is no justification. This also covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependants or where the person lives.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.