Visitor Policy

Policy Title:	Visitor Policy
Function:	For information and guidance about visitors to the school to ensure the safety, security and well-being of students, staff and visitors by establishing clear guidelines for all visitors to the school premises.
Status:	Approved
Statutory Guidance:	• Keeping Children Safe in Education 2026 (Statutory safeguarding guidance for schools and colleges) • Working Together to Safeguard Children 2026 (Statutory guidance on multi-agency safeguarding arrangements) • Health and Safety at Work etc. Act 1974 • Counter-Terrorism and Security Act 2015 (Including the Prevent Duty) • Prevent Duty Guidance for England and Wales (2023) • Terrorism (Protection of Premises) Act 2025 (Martyn's Law) • Data Protection Act 2018 • UK GDPR Overview
Audience:	Parents/Guardians Trustees Volunteers Contractors External Agencies Government Officials
Ownership:	Trustee Board/Headteacher
Last Reviewed:	26 September 2026
Reviewed by:	Headteacher
Next Reviewed:	Annually

Content

Title	Page No
Aims and objectives	3
Scope	3
Types of visitors	3
Visitor entry procedures	3
Allergy and medical conditions	5
Strangers in the school	5
Supporting documents	6
Appendix 1 - Application For External Visitors And Visiting Speakers	7
Appendix 2 - Administration Team – Visitor Protocol	8
Appendix 3 – Visitor Agreement	9

1. Aims and Objectives

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

The purpose of this policy is to ensure the safety, security, and well-being of students, staff, and visitors by establishing clear guidelines for all visitors to the school premises. The school recognises its duty to maintain a secure environment and has established visitor management arrangements that support safeguarding, site security, emergency preparedness and lockdown procedures.

2. Scope

This policy applies to all visitors, including parents, guardians, volunteers, contractors, and external agencies.

3. Types of Visitors

Visitors may include:

- **Parents/Guardians**: Attending meetings, parent-teacher conferences, or school events.
- **Volunteers**: Assisting with school activities.
- **Contractors**: Performing maintenance or providing services.
- **External Agencies**: Providing educational or health services.
- **Government Officials**: Inspectors, school board members, etc.

4. Visitor Entry Procedures

Pre-Scheduled Visits

Staff inviting a visitor to school are required to complete the *Application for External Visitors and Visiting Speakers Form* and submit to Shirley Heath for approval prior to confirming the visit.

The form is available on the Staff Intranet:
https://bluecoatschoolorg.sharepoint.com/sites/StaffIntranet/Whole%20School/Forms/AllItems.aspx?id=%2Fsites%2FStaffIntranet%2FWhole%20School%2FKey%20Documents%2F5%2DBlank%20forms%20and%20letter%20head&viewid=cfcefaae%2D0951%2D47af%2D8dee%2D10b068a38576

Staff must ensure the form is fully completed and approved in advance of the visitor arriving on site. No visitor should attend school without prior authorisation.

Check-In

Visitors must sign in at Reception using the electronic system and will be issued with the appropriate lanyard based on DBS clearance.

- All staff must ensure their invited visitors use Reception as the sole entry point and follow full sign-in/out procedures.
- Visitors to the school who will be in contact with students (whether accompanied or unaccompanied) will be asked to familiarise themselves with the Visitors Agreement (Appendix 3) which is displayed on the electronic system. They will be required to select the agreement button that they have read and understood these guidelines.
    - A GREEN visitor lanyard will be issued to persons who have an enhanced DBS clearance. Such persons will then have the right to move unaccompanied around the premises.
    - A RED visitor lanyard will be issued to persons who do not have the relevant DBS clearance. These persons will be accompanied around the premises at all times. They must wait in Reception for their contact in school to collect them before being escorted to the appropriate office/meeting room/area.
    - All Trustees have enhanced DBS clearance and will wear a blue lanyard and may also be unaccompanied outside of core school hours when attending scheduled meetings/appointments.

The Administration Team will ensure that all visitors adhere to the guidelines outlined in the visitor protocol, maintaining a secure and organised environment at all times (Appendix 1).

Emergency Evacuation, Invacuation and Lockdown Procedures

The school operates emergency evacuation, invacuation and lockdown procedures to protect students, staff and visitors from internal or external threats.

All visitors must comply immediately with instructions provided by school staff during any emergency situation.

Upon signing in, visitors acknowledge that they:

- may be required to participate in an evacuation, invacuation or lockdown procedure;
- will follow the instructions of school staff without delay;
- will remain with their host member of staff wherever possible;
- must not leave a designated safe area until authorised to do so by a member of the Senior Leadership Team or Emergency Services.

Where a lockdown is initiated:

- visitors must proceed immediately to the nearest safe and secure room;
- visitors must follow the school's "3 Stays" principles:

    - Stay Secure
    - Stay on the Floor
    - Stay Silent
- visitors must not use mobile phones unless required by emergency services or school leadership;
- visitors must not attempt to leave the area or admit other persons unless directed by SLT or emergency services.

The end of a lockdown will only be communicated by authorised school staff.

Sign Out

All visitors must sign out at Reception on conclusion of their business and return the Visitor badge. School contacts are responsible for seeing their visitors off the premises.
All staff are required to respect this ruling and to ensure that their guests do not enter the premises other than by Reception and that correct signing in procedures are followed.
Invited guests must have a contact name who is responsible for them on the premises and ensure that they sign out, together with returning the issued badge.

5. Allergies and Medical Conditions

The school is committed to providing a safe environment for all students, staff, visitors and contractors.
Visitors should:

- Make the school aware of any significant allergies or medical conditions that may require support whilst on site.
- Follow any allergen control measures communicated by the school.
- Not provide food to students unless authorised by the school.
- Seek assistance immediately if they witness or become aware of a suspected allergic reaction or medical emergency.

Visitors involved in events, activities or catering arrangements should discuss any food-related activities with the school in advance to ensure appropriate allergy management measures are in place.

For safeguarding and health and safety reasons, visitors must follow instructions given by school staff in relation to medical emergencies and allergy management.

6. Strangers in the School

Individuals not displaying an appropriate visitor badge or staff identification should be treated as unknown persons. Staff should challenge politely where safe to do so and report concerns immediately to Reception, the Headteacher, Deputy Headteacher or another member of the Senior Leadership Team. Any threat, suspicious behaviour or unauthorised person on site must be communicated verbally and without delay.

If you do not feel comfortable in challenging a stranger or strangers contact Reception or send for a member of SLT on call as appropriate.

As a school we want visitors and guests to feel that the school is welcoming, but we need to be aware of the increased number of offences against property and persons. Reception will be informed of any known security issues.

6. Supporting Documents

Detailed procedures, forms, and visitor requirements are set out in the policy appendices:

- Appendix 1 – Application for External Visitors and Visiting Speakers Form
- Appendix 2 – Administration Team Visitor Protocol
- Appendix 3 – Visitor Agreement

Appendix 1

APPLICATION FOR EXTERNAL VISITORS
AND VISITING SPEAKERS

Name of Organiser:	
Name of Visitor:	
Organisation:	
Date and time of visit:	
Venue:	
Students involved in visit:	
Summary of presentation:	
Name of staff who will supervise / accompany the visitor during the visit:	
Brief biography of the visitor, including why you have chosen this speaker:	

If the request is accepted, suitable checks will be carried out, it is your responsibility to complete the following:

- The speaker will be expected to talk with staff about the content of the presentation before the event.
- The presentation must be appropriate for the age of the children involved. Appropriate dress, language and behaviour are required at all times.
- The speaker will need to arrive in good time and must bring Formal Identification with them.
- The speaker must be supervised at all times and not left alone with students, unless an Enhanced DBS check has been confirmed with their organisation.
- The school has the right and responsibility to interrupt and/or stop the presentation if the content is deemed unsuitable.

Signed: _____ Dated: _____
Approved Y / N

Appendix 2

Appendix 2

Administration Team – Visitor Protocol

1. All visitors must sign in using the Inventry System upon arrival.
2. Reception will request to see the visitor's DBS certificate. Visitors without a DBS must not move around the school unaccompanied.
3. Reception issues a visitor badge and provides assistance at the Reception hatch as required.
4. Visitors must wait in the designated area behind the glass door until a staff member arrives to greet them.
5. A staff member will escort the visitor to their meeting or destination.
6. At the end of the visit, the staff member must escort the visitor back to Reception to sign out of Inventry and return their badge.
7. All deliveries are to be left in the outer Reception area for the Estates Team to collect.
8. Explain emergency evacuation and lockdown arrangements if the visitor will be on site for an extended period.
9. Ensure all visitors acknowledge the Visitor Agreement electronically before a badge is issued.
10. Ensure visitors understand the colour-coded lanyard requirements.
11. Inform visitors that in any lockdown they must follow staff instructions and remain within the nearest secure area.

Appendix 3

Visitor Agreement

General

- Please enter and exit the site from the main entrance and observe signing in and out procedures.
- Please note that the school operates a no smoking policy within all its buildings and grounds. Smoking or vaping is not permitted anywhere on the school site.
- An accessible visitor toilet is near Reception.
- Please note that inappropriate behaviour or language on site will not be tolerated, in relation to students, staff and visitors.
- Report any instances/concerns/observations you may have immediately to a senior member of school staff. Reception staff will provide advice on how to make this contact if appropriate.

Fire and Safety

- If you hear the fire alarm, please go with the person you are visiting to the nearest exit and then to the fire assembly point (on the yard) so that you can be accounted for.
- If you are a supply teacher, please exit the school with your class.
- Do not take or use photographs, videos or recordings of students unless authorised in advance by the Headteacher.
- Do not leave equipment unattended.

Lockdown and Invacuation

The school operates invacuation and lockdown procedures to protect students, staff and visitors from internal or external threats.

If instructed that a lockdown is in operation, visitors must:

- immediately follow the instructions of school staff;
- enter the nearest secure room or area;
- remain out of sight of doors and windows;
- maintain silence and avoid unnecessary use of mobile devices;
- remain in the designated area until the official all-clear is given.

Visitors must not:

- attempt to leave the secure area;
- permit entry to others unless authorised by school leadership;
- share information about an ongoing incident via social media.

First Aid

- The school has a team of qualified first aiders on site. If the services of a first aider are required, please ask at the school Reception.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all adults on the site – including visitors – to share this commitment.

To safeguard the welfare of the children and young people in our care, we do the following:-

- Disclosure and Barring Service (DBS) checks are carried out on everyone regularly working in the school.

- The DBS status of every adult working with our students (e.g. sports coaches and music teachers) is checked.
- No adult without a DBS check will be left unsupervised with students at The Blue Coat School.
- The school will undertake due diligence before inviting outside speakers to address students.
- Contractors and other services working on site are required to meet safeguarding requirements.
- All school staff are given safeguarding training annually and are conversant with DFE guidance 'Keeping Children Safe in Education'.
- Allegations will be dealt with quickly, fairly and with transparency.
- Safeguarding procedures will be communicated to all staff, parents and visitors.
- Our child protection policy is available via our website.

Visitors must report immediately any safeguarding concern, disclosure, suspicious behaviour or concern relating to the welfare or safety of a child to the Designated Safeguarding Lead (DSL) or a member of the safeguarding team.

Health and Safety/Security

Health and Safety is a priority.

The school will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students, staff and visitors to the school. This is enabled by:-

- Following the procedures outlined in our health and safety policy.
- Assessing and controlling risk as part of the day to day management of school activities.
- Controlling access to the school site.
- Maintaining safe, healthy and secure working conditions.
- Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities.
- Carrying out periodic reviews of the health and safety policy and updating risk assessments.

You are required to comply with safety procedures for your own protection, and that of everyone else in the school community.

Please report any concerns without delay to the member of staff supervising your visit or to the School Reception.

Wi-Fi Access

On request, visitors may be allowed password protected access to the school's guest Wifi system.