



Northbourne Park School (including EYFS)

Visitors Policy

Date created: June 2013
Last Reviewed: October 2026
Date for review: October 2028
Owned by: Headmaster
Reviewers: SMT
Approved by: Board of Governors

In order to safeguard and protect our pupils at Northbourne Park School, the following Visitor Policy will apply.

All visitors to the School should report to reception where, during School hours, they will be given a visitor's badge.

Visitors are required to sign out as they leave the premises.

Where staff are arranging visitors to the school in a professional capacity, such as educational psychologists, social workers etc, an identity check will be carried out and seek assurance that the appropriate DBS check has been carried out (KCSIE). There is no requirement to see evidence of a DBS certificate.

Careful consideration is given to the educational benefit, appropriateness, and content of visiting speakers who work with children. Appendix 1 sets out the arrangements for the Risk Assessment process for visitors to the school.

Outside office hours, the school is locked and visitors will be met by a hosting member of staff and given a visitor's badge, which will be collected as they leave.

All ancillary and contract personnel will come under the care of the Head of Estates and suitable arrangements are made for their supervision whilst on site.

Current parents and visiting supporters of matches do not need to sign in for a Visitor's Badge, but those attending activities not directly associated to the School, such as Music Club, will be given a visitor's badge on arrival by the staff member running the event. This will again be collected as they leave the premises.

- No member of the public is allowed access to the main school building unless accompanied by a member of staff.
- Only Northbourne Park School staff are allowed in the Staff Room.
- Visitors should read and abide by the safety notice on the reverse of the visitor's badge regarding evacuation of the building in the event of an emergency.
- Visitors will be provided with information about how to identify and report safeguarding concerns.



Northbourne Park School

Risk Assessment for Visitors to the School

Please complete at least 1 month before the visit and give to the Headmaster and School Administrator.

Name of Visitor/Company:	
Class or person they will be visiting : Contact Details : Reason for Visit:	
Will the visitor have unsupervised access to pupils? If so please give details of how safeguarding will be ensured.	
If the visitor will NOT have unsupervised access to pupils, please give details of how they will be supervised and who will be accompanying them:	
In accordance with KCSIE 2023 and The Prevent Duty, what consideration has been given to the suitability of this visitor?	What is the educational value of this visit? Is the content age appropriate? Is there any evidence, online or otherwise, of extremist or inappropriate views?

Member of staff arranging visit: Signed:	
Date and Time of Visit : Reoccurring visit?	

Headmaster's Assessment

Requirements	Tick if required	Date completed
DBS check		
Photo ID		
Address ID		
Evidence of qualifications		
Level supervision required: 		
Headmasters Comments to relating to this Visit: Signed:		

This form can be found in the Staff Area (P)/Policies