



Newton Bluecoat CE Primary School

Visitors to School Policy

1. Purpose

This policy aims to ensure the safety, security, and well-being of all pupils, staff, and visitors at Newton Bluecoat CE Primary School by outlining clear procedures for managing visitors, including volunteers, contractors, and parent helpers.

2. Scope

This policy applies to all visitors to the school site, including parents, contractors, volunteers, former staff, and other guests.

3. General Principles

- All visitors must sign in at the main reception upon arrival.
- Visitors must be accompanied by a member of staff at all times unless they have been DBS checked and authorised to work independently.
- The school reserves the right to refuse entry to any visitor who does not comply with this policy or who may pose a risk to the school community.

4. Volunteers

- Volunteers support learning and school activities and are valued members of the school community.
- All volunteers must undergo safeguarding checks including an enhanced DBS check before commencing any voluntary work.
- Volunteers must adhere to the school's safeguarding policies and code of conduct at all times.

5. Former Staff Applying to Work as Volunteers

- Former staff who resigned from the school may apply to return as volunteers after a minimum period of 12 months from their resignation date.
- Applications will be considered on a case-by-case basis, considering previous conduct, reasons for resignation, and current school needs.
- Former staff must complete the volunteer application process, including safeguarding checks and any required training.
- The school leadership team will make the final decision regarding acceptance of former staff as volunteers, ensuring safeguarding and operational compliance.

6. Contractors

- All contractors must provide evidence of appropriate safeguarding checks, including DBS clearance where required, before starting work on site.
- Contractors must sign in at reception and wear identification badges while on school premises.
- Contractors should be accompanied by a member of staff or site supervisor unless they have been authorised to work independently.
- Contractors must adhere to all school health and safety policies and procedures while on site.
- The school will ensure that contractors' work does not disrupt the school day or compromise pupil safety.

7. Parent Visitors and Helpers

- Parents who visit or volunteer in school must sign in at reception.
- Parents who regularly help in school will be required to undergo safeguarding checks, including DBS clearance, before starting.
- Parent helpers must follow the school's safeguarding policies and code of conduct.
- Parents should only access areas of the school relevant to their visit or volunteer role and must be supervised if not DBS checked.
- The school encourages positive engagement with parents while maintaining the safety and security of the school environment.

8. Safeguarding and Security

- All visitors, including volunteers, former staff, contractors, and parents, must comply with the school's safeguarding procedures.
- Any concerns about visitors' behaviour or suitability must be reported immediately to the Designated Safeguarding Lead (DSL).
- The school maintains records of all visitors and volunteers for safeguarding and security purposes.

9. Health and Safety

- Visitors must adhere to all health and safety regulations while on site.
- In case of an emergency, visitors must follow staff instructions and participate in evacuation procedures.

10. Monitoring and Review

- This policy will be reviewed annually by the school leadership team and governors to ensure it remains effective and up to date with current legislation and best practice.

Appendix A: Volunteer Application Form

Newton Bluecoat CE Primary School Volunteer Application Form

Personal Details

- Full Name:
- Address:
- Contact Number:
- Email:

Volunteer Role Applied For:

Previous Experience (if any):

Availability (days/times):

Do you have any previous convictions or cautions? (Yes/No)
If yes, please provide details (this will be treated confidentially):

References (please provide two referees, not family members):

1. Name:
Relationship:
Contact Number:

2. Name:
Relationship:
Contact Number:

Declaration:

I confirm that the information I have given is true and accurate. I understand that Newton Bluecoat CE Primary School will undertake safeguarding checks, including an enhanced DBS check, before I commence volunteering.

Signed:
Date:

Appendix B: Contractor Induction Checklist

Newton Bluecoat CE Primary School Contractor Induction Checklist

Contractor Name:
Company: _
Date of Induction: _
Inducted by:

Checklist Items:

- Confirmed DBS clearance (if required)
- Signed in at Reception and issued visitor badge
- Health and Safety policies explained and provided
- Emergency procedures explained (fire alarms, evacuation routes)
- Areas of work and access restrictions clarified
- Personal Protective Equipment (PPE) requirements explained and provided if necessary
- Contact person for the duration of work identified
- Working hours and site rules explained
- Reporting procedure for accidents or incidents explained
- Confirmation of understanding and compliance with school safeguarding policies

Contractor Signature: _
Inductor Signature: _

Reviewed: October 2025

To be reviewed October 2026