



North London Grammar School

School Visitors Policy

Date last reviewed	July 2025
Reviewed by	Mr Akbas, Business Manager
Approved by	Mr Adak, Headteacher
Next review due by	September 2026

Definitions

Child – For the purposes of safeguarding and this policy, any person under the age of 18, including pupils aged 16 and 17.

Visitor – Any person who is not a current pupil or employee of the school, including parents, carers, contractors, governors, volunteers, inspectors, and representatives from external agencies.

DBS Check – A check carried out by the Disclosure and Barring Service to identify whether an individual is barred from working with children or vulnerable adults, or has relevant criminal convictions.

Supervision – The act of being accompanied and directly observed by a school employee who has completed all necessary safeguarding checks, to ensure the safety of pupils during any interaction with a visitor.

Unaccompanied Access – Situations where a visitor is alone with a pupil, without a vetted member of staff present. This is not permitted for any pupil under 18 unless explicitly authorised for a specific safeguarding reason.

Aim

Our aim is to safeguard all children and staff both during school hours' curriculum and out of school hours' activities which are arranged by the school or when staff/students are within the vicinity of the school boundaries at the end of the school day. The aim is to ensure that students at North London Grammar can learn and enjoy extra-curricular experiences in an environment where they are safe from harm and that staff members are able to carry out their duties in a safe environment.

This policy also includes specific consideration for the safety and supervision of our youngest pupils in EYFS, Year 1 and Year 2. These pupils require closer adult oversight and enhanced safeguarding awareness from all visitors.

This policy applies to all external visitors to North London Grammar School, including parents, contractors, guest speakers, supply staff, governors, volunteers, and prospective families. It covers

both planned and unplanned visits during the school day and out-of-hours events where students may be present.

For safeguarding purposes, this policy applies to all pupils under the age of 18, including those aged 16 and 17 in the sixth form. These pupils are legally children and will receive the same level of safeguarding protection as younger pupils.

Objectives

To have in place a clear safeguarding protocol and procedure for the admittance of external visitors to the school to ensure they meet statutory safeguarding guidance. To have in place a clear protocol and procedure for parents/carers and other stakeholders in relation to their communication with the school to ensure our staff and students are protected from unacceptable behaviour. To ensure the above objectives are understood by all staff, governors, visitors and parents/carers and conforms to child protection, safeguarding and school guidelines.

To ensure visitors understand and respect the additional safeguarding measures in place for Early Years and Key Stage 1 pupils, particularly around supervision, physical boundaries, and appropriate interactions.

Child – For the purposes of safeguarding, any person under the age of 18, including pupils aged 16 and 17.

Protocol for visitors to our School: -

Access to the School Building

- Once visitors have gained access to the school site via the school electronic gates intercom, which is managed by the reception, they must report to reception first. No visitor is permitted to enter the school via any other entrance or by any other means under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification, if necessary, upon request.

- All visitors will be asked to sign in via the electronic visitors' system, at reception.
- All visitors working unsupervised with students will be asked to produce their DBS certificate together with photo ID, i.e. Passport or driving licence. Without this they will not be granted access. On each visit to the school visitors will be asked to sign in electronically.
- Our Safeguarding Policy is accessible for every visitor through a QR code on the visitor batches. Visitors are requested to scan the QR code to access detailed information about our Safeguarding Policy and fire safety procedures.
- Entry to the school grounds or buildings without following the approved sign-in procedure is strictly prohibited and may result in removal from the premises or escalation to the appropriate authorities.

Colour Coded Lanyards

- Visitors on the approved visitors list will be given a Green lanyard to validate their approved safeguarding status and will be able to move freely around the school.
- Visitors without a current DBS or formal identification will be required to wear a Red lanyard identification badge – the lanyard and badge must remain visible throughout their visit. This includes any interaction with pupils aged 16 and 17, as they are also considered children under safeguarding law. Visitors without the appropriate vetting must not be left alone with any pupil under 18.
- Visitors with a Red lanyard will under no circumstances be allowed to meet with students on their own at any time.
- Visitors with a Red lanyard will be escorted from reception to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- A Red lanyard visitor must not be allowed to move about the site unaccompanied at any time and must be escorted everywhere if wearing a Red lanyard. It is the responsibility of the member of staff receiving the visitor to ensure this safeguarding procedure is followed.
- Governors are on the approved visitors list and wear a Green lanyard when on site.

Supply/Agency Staff

- Supply teachers must show a copy of their DBS certificate along with photo ID (passport or driving licence) at reception prior to gaining access to school areas.
- Supply teaching agencies will also provide a vetting checklist as evidence to confirm that they have carried out the required safeguarding checks for their staff. This will be sent to the HR Officer who will add the enhanced DBS Reference Number to the schools Single Central Database.
- Supply teachers will receive a copy of the school's information guidance on arrival where safeguarding, health and safety and other procedures are outlined.

Contractors and Maintenance Workers

- All contractors must report to reception, present photographic ID, and sign in via the visitor system.
- Where applicable, contractors must provide confirmation of enhanced DBS clearance or evidence of supervision arrangements.
- Contractors without DBS clearance must wear a Red lanyard and be supervised at all times.
- Work should ideally be scheduled outside school hours. Where this is not possible, arrangements must be approved in advance by the School Business Leader or Site Manager.

Governors and Volunteers

- The school will check that all Governors' and parent helpers' DBS Certificates are current i.e. less than 2 years old.
- Governors and parents must sign in on the electronic visitor's system on arrival to school.
- New Governors will be made aware of this policy and must ensure that they are familiar with its procedures as part of their induction. This is the responsibility of the Headteacher, Chair of Governors or the Clerk to the Governors. New volunteers will be given a copy of this policy on arrival to the school.

Departure Procedures

- All Visitors must log out of our visitor system at the end of their visit and return the lanyard and holder.

Safeguarding Guidance for Visitors to the School

Adults visiting or working on the school site play an important part in the life of the school. Visitors can play a part in keeping students safe whilst working at, or visiting the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile phone number or address. Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit - a member of the Senior Leadership Team must give authorisation for any professional work email exchange.
- If you have any concerns that a student may be at risk of harm, report it immediately to the senior designated person for child protection (Ms Lena Dhrona, Deputy Head) who can be contacted via the main school office. Do not discuss your concerns with a student, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Ms Lena Dhrona, Deputy Head) of your concerns immediately via the school office.
- Visitors must be especially mindful when in areas designated for Early Years and Key Stage 1 (EYFS to Year 2). These pupils are more vulnerable and require age-appropriate interaction, closer supervision, and a calm, gentle approach. Visitors should not enter EYFS classrooms or play areas unless accompanied by a member of staff and must avoid physical contact unless explicitly required and authorised.

Photographs

Visitors are strictly prohibited from taking photographs, videos, or audio recordings on the school site without prior written permission from the Headteacher or a member of the Senior Leadership Team. This includes during school events, assemblies, or classroom visits.

Visitors to Early Years and Key Stage 1 (EYFS to Year 2)

The EYFS, Year 1 and Year 2 areas are part of our Early Years and Key Stage 1 provision, where safeguarding and child protection expectations are heightened. Visitors must not enter these classrooms or outdoor areas unless accompanied by a staff member. Interactions must be age-appropriate, supervised, and in line with EYFS safeguarding principles. Any concerns, no matter how minor they seem, must be immediately reported to the Designated Safeguarding Lead or Deputy.

Unknown and Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged immediately in a polite manner to enquire who they are and their business on the school site. In the event that a visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher, School Business Leader and Site Staff should be informed promptly. In the absence of the Headteacher or School Business Leader, please contact another member of the Senior Leadership Team. The Headteacher/School Business Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Internet Search for Prevent and Upholding Fundamental British Values

As part of our commitment to Prevent and safeguarding fundamental British values, the school will conduct an internet search on individuals scheduled to address or interact with our pupils. This

proactive measure is implemented to ensure that their views align with the core values upheld by North London Grammar School.

For individuals engaging with EYFS to Year 2 pupils, additional consideration will be given to content and delivery style to ensure it is age-appropriate and supportive of our Early Years values.

Smoking

North London Grammar operates a no smoking policy. Please do not smoke anywhere on the school site internal or external areas.

Linked Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour & Anti-Bullying Policy
- Fire and Emergency Procedures
- GDPR Policy
- Staff Code of Conduct