



VISITORS AND SUPERVISION POLICY

This Policy includes the Hazelwood School Nursery

Policy Statement

Hazelwood School is committed to ensuring the safety and welfare of all pupils, staff, and visitors. The School recognises its duty to provide a secure environment in which visitors are appropriately identified, managed, and always supervised. This policy sets out the procedures to be followed to ensure that all visitors are dealt with in a consistent and safe manner, in accordance with statutory requirements and safeguarding best practice.

Legislative and Regulatory Framework

This policy has been developed with reference to the following legislation and guidance:

- Education (Independent School Standards) Regulations 2014 – Part 3 (Welfare, health and safety of pupils)
- Keeping Children Safe in Education (KCSIE) 2025
- Health and Safety at Work etc. Act 1974
- Childcare Act 2006 and EYFS Statutory Framework (2024)
- Data Protection Act 2018 and UK GDPR
- ISI Inspection Framework (2025)

Together, these require schools to have robust safeguarding arrangements, including visitor management and supervision systems, to ensure pupils are not placed at risk.

Scope

This policy applies to:

- All visitors to Hazelwood School and Nursery, including parents, contractors, governors, external agencies, and delivery personnel.
- All staff responsible for supervising or authorising visitors on site.

It should be read alongside the following related policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Safety Management of Contractors Policy
- Data Protection Policy
- Code of Conduct

Aims

The aims of this policy are to:

1. Ensure all visitors are managed safely and courteously.
2. Prevent unauthorised access to the school site.

3. Safeguard pupils from potential harm by ensuring appropriate supervision and identification of all visitors.
4. Maintain accurate records of all visitors for security and data compliance.

Definitions

- **Visitor:** Any individual who is not a current member of staff or pupil.
- **Supervised Visitor:** A visitor who does not hold a valid enhanced DBS check and is always accompanied by a member of staff while on site.
- **Unsupervised Visitor:** A visitor who has been subject to appropriate safeguarding and DBS checks, such as a long-term contractor or regular volunteer.

Procedures for Managing Visitors

Arrival and Sign-In

- All visitors must report to Reception upon arrival.
- Visitors must sign in using the school's visitor management system and always wear a visitor lanyard/badge.
- Photo ID will be requested for verification where appropriate.
- Visitors will be informed of key safeguarding and health and safety procedures, including fire evacuation routes and supervision requirements.

Identification Badges

Red lanyard: Visitor without DBS clearance – must be supervised.

Orange lanyard: Visitor with verified enhanced DBS clearance – may move independently as authorised.

Blue lanyard: Staff and regular contractors (pre-cleared).

Supervision of Visitors

- Visitors without DBS clearance must be always accompanied by a member of staff.
- Under no circumstances should a visitor without a DBS check be left alone with pupils or allowed unsupervised access to the Nursery or boarding areas.
- The supervising staff member is responsible for ensuring the visitor adheres to safeguarding expectations and school rules.

Contractors and Maintenance Personnel

- All contractors must comply with the school's Safety Management of Contractors Policy and provide evidence of DBS checks where required.
- Work must be planned to minimise pupil contact.
- Contractors without full clearance must be always escorted.

Governors, Volunteers, and Regular Visitors

- Regular visitors who undertake regulated activity are required to hold an enhanced DBS certificate and complete safeguarding induction.
- Governors visiting for meetings are treated as visitors unless undertaking unsupervised pupil contact, in which case appropriate checks will apply.

Deliveries and Short Visits

- Delivery personnel are restricted to the reception or designated delivery areas and are not permitted unescorted access beyond these points.

Visiting Speakers

Speakers from the School's wider community are invited to give talks to enrich the pupils' experience of school, providing them with information that helps them make decisions at different

phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The School's responsibility to its pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The School has a legal obligation when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers and have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

This policy should be read in conjunction with the School's Safeguarding Policy.

The School's preparation for the visiting speaker

The School must be satisfied that the content of the presentation is not in any way contrary to the School's EDI Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty.

A suitable member of staff will be designated to organising the visit and for meeting, signing in/out a Main Reception, and always supervising the speaker during their visit. They will be required to always wear a visitor badge.

- The speaker will need to bring proof of identity which can be checked by a member of the School Office staff, together with a current DBS certificate if appropriate.
- The member of staff responsible will check that the work of the agency or visitor is known to them using the checklist in appendix 3 which will be signed and approved by the Head prior to the visit.
- Clear guidelines will be provided to the speaker for the content of the speaker's input which will inform the planning of the visit and any preparatory or follow-up work. The speaker will be provided with information on ability, age, number of pupils in the group and any special needs requirements. The date, time and duration of the session will also be confirmed as will resources and equipment required.
- The speaker will clearly outline in advance the aims and outlines of their session with methods, content and approaches and the supervising member of staff should ensure that these are consistent with the Schools Philosophy and Aims.
- The speaker should be made aware of any relevant school policies and procedures.

Once all the details are gathered these should be noted on the Central Register.

Departures

- Visitors must sign out and return their lanyard/badge before leaving the site.
- Reception will ensure visitor logs are accurate and retained in accordance with the Data Protection Policy.

Safeguarding and Conduct Expectations

All visitors are expected to:

- Act in accordance with the School's Safeguarding and Child Protection Policy.
- Treat all pupils and staff with respect and courtesy.
- Refrain from using personal mobile phones or taking photographs on site without permission.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).

Roles and Responsibilities

- **Head of Operations:** Ensures this policy is implemented and reviewed annually.
- **Reception Staff:** Responsible for verifying identity, issuing lanyards, and maintaining visitor records.
- **Staff Supervising Visitors:** Responsible for ensuring visitors are never left unsupervised if not cleared.
- **Designated Safeguarding Lead (DSL):** Provides safeguarding oversight and ensures visitor procedures align with KCSIE guidance.

Monitoring and Review

This policy will be reviewed annually or following any significant incident, regulatory update, or change in safeguarding guidance.

Records of visitors and supervision arrangements will be monitored annually by the Compliance Committee annual compliance checking process.

Related Documents

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Safety Management of Contractors Policy
- Code of Conduct
- Data Protection Policy



Please complete this form and hand to Heads PA (for Head's sign off) or Nursery Manager in advance of the event. Visiting speakers will need to show their photo ID to reception upon arrival.

Name of Speaker	
Date of Birth	
Date of Proposed Visit	
Name of Contact at Hazelwood School or Nursery	
Reason for Visit	
Year group(s) involved	
Please outline below the information to be communicated in the talk to Hazelwood School or Nursery children:	
Please sign below to confirm: ▪ That you have asked your visitor to bring valid photo ID (Driving Licence or Passport) with them on the day as proof of your ID. ▪ That you will <u>supervise your visitor at all times</u>	
Signature	Date
Head/Nursery Manager Signature	Date



Guidelines for Visiting Speakers at Hazelwood School and Nursery

The School values visits from speakers that enrich our pupils' experience of school and nursery, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our children is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and Nursery, and British Values.

The Prevent statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers, DfE, 2015) requires schools to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

As per the Prevent guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or ~~organisations~~ that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external ~~organisation~~ of cause without express permission from the Head.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

Ratified by the Compliance Committee on 21 November 2025