



Visitor Policy

Ermysted's Grammar School

This policy was ratified on behalf of the Governing Body of Ermysted's Grammar School (the 'School') on **3 August 2026**.

1. Policy Statement

The School is committed to safeguarding and promoting the welfare of all pupils, staff, and visitors. The school recognises its responsibility to provide a safe and secure environment and to protect all members of the school community from risk.

This policy outlines the procedures that all visitors must follow when attending the school site.

2. Purpose

The purpose of this policy is to:

- Safeguard pupils and staff.
- Ensure visitors are appropriately identified and supervised.
- Prevent unauthorised access to the school premises.
- Comply with safeguarding, health and safety, and security requirements.
- Maintain an accurate record of visitors on site.

3. Scope

This policy applies to:

- Parents and carers.
- Contractors and suppliers.
- Governors and trustees.
- Agency staff.
- Volunteers.
- External professionals.
- Guest speakers.
- Members of the public.
- Any other person visiting the school site.

4. Visitor Procedures

4.1 Arrival

All visitors must:

- Announce their arrival at the school via the intercom at the **pedestrian gate** (eastern side of the site, at the top of the vehicular driveway) unless otherwise directed. Office staff will open the gate remotely to allow access to the site.
- Report to the **School Reception** immediately upon arrival by entering the dark oak door by the pedestrian gate.
- Sign in using the school's **Visitor Management System** and provide identification if requested.
- State the purpose of their visit and the member of staff they are meeting.
- Visitors will be asked whether they **require assistance in the event of an emergency** and asked whether they have any **allergies or medical conditions** the School should be aware of. Visitors will be asked to alert staff to their particular needs, if so.

No visitor should access any part of the school without authorisation.

4.2 Visitor Identification

Upon signing in, visitors will be issued with:

- A visitor badge and lanyard
 - A **GREEN** lanyard will be used for DBS pre-checked individuals (e.g. governors, peripatetic music teachers, etc.)
 - A **RED** lanyard will be used for all other visitors. These individuals will be accompanied by a member of staff whilst on the school site. Access to pupils may be restricted.
- Relevant safeguarding information, including what to do if concerned about a pupil.
- Instructions regarding emergency procedures.

Visitor badges **MUST** be worn visibly at all times while on school premises. The school reserves the right to refuse access where safeguarding requirements cannot be met.

4. Supervision of Visitors

Visitors must:

- Remain with their host unless authorised otherwise.
- Follow all instructions given by school staff.
- Stay within approved areas of the site.
- Not enter classrooms or pupil areas unless authorised.

Staff hosting visitors are responsible for ensuring visitors understand and comply with school requirements.

5. Safeguarding Requirements

All visitors are expected to:

- Act professionally and appropriately at all times.
- Avoid being alone with pupils unless authorised and appropriately vetted.
- Report any safeguarding concerns immediately to the **Designated Safeguarding Lead (DSL)**, **Mr Adam Jackson** (dsl@ermysteds.uk) or a member of the safeguarding team.
- Follow the school's safeguarding and child protection procedures, available on the school website and summarised in the welcome literature in the School Office.

Any behaviour that raises safeguarding concerns may result in the visitor being asked to leave the premises immediately.

6. Photography and Recording

Visitors must not:

- Take photographs, videos, or audio recordings of pupils, staff, or school activities without prior permission from the Headteacher or designated staff member.
- Share any images or recordings on social media without explicit consent.

The school reserves the right to prohibit photography at any time.

7. Health and Safety

7.1 General

Visitors must:

- Comply with all health and safety instructions.
- Report accidents, incidents, hazards, or near misses immediately.
- Wear any required personal protective equipment (PPE) when instructed.

In the event of an emergency, visitors must follow staff instructions and proceed to designated assembly points. There are separate procedures for **Fire Evacuation**, and **Invacuation and Lockdown**.

7.2 Fire Evacuation Procedure

In the event of a fire, the fire alarm will sound

- The fire alarm will ring **continuously**.
- Everyone must **immediately** evacuate buildings via the nearest exit.
- Visitors should leave all materials and belongings behind.
- Everyone to make their way to the assembly point in the **bus waiting area** at the front of the school.
- Visitors are to form a group at the bottom of the drive near the field, away from the pupils.
- A register will be taken.
- **No one** is to return to the school buildings until instructed to by a senior member of staff. Groups will be dismissed in turn.

The alternative assembly area is the top field (north side of the site). Visitors will be directed by a member of staff to the alternative assembly area once outside.

7.3 Invacuation and Lockdown Procedure

A lockdown will be signalled by **five rings** of the school bell, followed by a **pause**, then **five further rings** of the school bell.

On hearing the signal, staff, pupils and visitors should remain inside or immediately move inside the nearest school building. Visitors will be directed by staff to an appropriate location once inside. The aim of a lockdown is for the school and its rooms to appear empty.

- Internal and external doors will be **locked**.
- Windows will be **locked** and blinds drawn.
- Everyone should sit **in silence** out of sight and, where possible, in a location that would protect them (consider locations behind substantial brickwork or heavy reinforced walls).
- Lights should be turned **off**.
- Mobile devices should be turned **off** (or at least turned onto silent with the vibrate function disabled) so they cannot give away an individual's position.
- Everyone should await further instructions.
- Lockdown ends with a **continuous peel** of the School Bell or when informed in person by a senior member of staff or the Emergency Services.

In some emergency scenarios, such as a terrorist attack, the appropriate response may be not to evacuate. Where evacuation may be required, the evacuation response may differ to that of a fire. For example, people may be directed to specific exits or to avoid a particular route or area. For this reason, the fire alarm will **not** be used to initiate evacuation during a lockdown, to reduce the possibility of an incorrect response.

8. Conduct and Behaviour

Visitors are expected to:

- Treat pupils, staff, and other visitors with courtesy and respect.
- Respect the school's values and ethos.
- Refrain from discriminatory, abusive, threatening, or inappropriate behaviour.
- Avoid smoking, vaping, consuming alcohol, or using illegal substances on school premises.

Any unacceptable behaviour may result in the visitor being removed from the site and, where appropriate, reported to the police.

9. Contractors

Contractors must:

- Sign in and out through reception.
- Comply with safeguarding requirements.
- Provide evidence of qualifications, risk assessments, permits, or DBS certificates where required.

- Follow school health and safety procedures.
- Ensure work areas are secured and present no risk to pupils or staff.
- Report any safety concerns immediately to the School Office or Site Team.

10. Unexpected or Unauthorised Visitors

Any person found on site without authorisation may be:

- Challenged by staff.
- Escorted to reception.
- Asked to leave the premises.
- Reported to the police where necessary.

Staff and pupils should report any unidentified individual not displaying a visitor badge or any unaccompanied individuals displaying a visitor badge with a RED lanyard.

11. Departure

Before leaving, all visitors must:

- Return their visitor badge.
- Sign out using the visitor management system or visitor log.
- Inform the School Office of their departure. Staff will open the pedestrian gate to allow exit.

13. Data Protection

Personal information collected from visitors will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Visitor information will be used solely for safeguarding, security, and operational purposes. Please see the [Privacy-Notice-GDPR-Volunteers-and-Visitors](#) on the school website for more information.