



The Royal School

Wolverhampton

Visitors Policy

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The Royal School Wolverhampton

Visitors Policy

1. Aim

Our aim is to safeguard all children, young people, and staff by ensuring that everyone who visits The Royal School Wolverhampton is welcomed, recorded, supervised, and treated with respect. We seek to maintain an open and friendly environment that promotes learning and enrichment while keeping every pupil, staff member, and visitor safe from harm.

2. Objectives

- Maintain clear, consistent protocols for the admittance, supervision, and conduct of all visitors.
- Ensure all visitors understand and follow safeguarding procedures, in line with Keeping Children Safe in Education (KCSIE 2025).
- Promote mutual respect, professionalism, and transparency at all times.
- Record all visitor information securely through our digital visitor management system (InVentry), in accordance with GDPR.

3. Scope

This policy applies to all individuals entering the school premises, including:

- Teaching and non-teaching staff
- Governors and trustees
- Parents, carers, and volunteers
- External professionals (e.g. peripatetic tutors, educational psychologists, social workers)
- Contractors, engineers, and maintenance staff
- Inspectors, advisors, and local authority officers
- Visitors attending school events, meetings, or after-school activities

These principles also apply when supervising pupils on off-site visits and school-related activities.

4. Visitor Procedures

4.1 Invited Visitors

Before inviting a visitor, staff must seek approval from the Headteacher or Senior Leadership Team (SLT) and record the visit in the school diary. The host must inform Reception and ensure the visitor understands our safeguarding expectations.

All visitors must:

- Report to reception on arrival.
- Sign in using InVentry, providing photo ID if requested.
- Read the Safeguarding and Visitor Code of Conduct displayed at Reception.
- Always wear a visible visitor badge.
- Remain with their host unless authorised to be unsupervised (following DBS clearance).

When leaving, visitors must sign out via InVentry and return their badge to Reception.

4.2 Approved Regular Visitors

Regular visitors (e.g. external professionals) may be added to the Approved Visitor List if they have a verified enhanced DBS with children's barred list clearance and are recorded on the Single Central Record (SCR). Approved visitors must still sign in and wear ID badges.

4.3 Uninvited or Unknown Visitors

Any individual not wearing an ID badge will be politely challenged.

- They must state their name, purpose, and destination, and be escorted to Reception.
- If they refuse or behave suspiciously, they will be asked to leave, and the Headteacher or SLT will be informed.
- Aggressive or non-compliant behaviour will result in police involvement.
- Visitors suspected of being under the influence of alcohol or illegal substances will not be permitted on site.

5. Visitor Code of Conduct

To ensure a safe, respectful, and supportive environment, all visitors must adhere to the following expectations:

5.1 Expected Behaviour

- Treat pupils, staff, and other visitors with courtesy and respect.
- Always use appropriate language.
- Follow school policies, signage, and staff instructions.
- Maintain confidentiality and avoid disrupting learning or school operations.

5.2 Safeguarding and Safety

- Do not engage directly with pupils unless authorised and supervised.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead (DSL).
- Do not bring prohibited items onto the premises.
- Smoking, and vaping are strictly prohibited on site.
- Please be reminded that this is a nut free school and no food is to be consumed or brought onto school property.
- Visitors must not take photographs on site without permission and under no circumstances take photographs of pupils. Visitors will be asked to delete any images taken.

5.3 Access and Identification

- All visitors must sign in at Reception and wear a visible badge.
- Use designated visitor entrances and exits only.
- Be accompanied by a staff member unless authorised otherwise.

5.4 Unacceptable Behaviour

The following behaviours are strictly prohibited and may lead to immediate removal or further action:

- Verbal abuse: shouting, swearing, or offensive language.
- Physical aggression or threatening behaviour.
- Intimidation, including raised voices, invasion of personal space, or gestures.
- Disruption of lessons, meetings, or events.
- Refusal to comply with sign-in, ID, or supervision requirements.

- Harassment or unwanted contact with pupils or staff.
- Defamation: false or damaging statements about staff or the school.
- Discriminatory, racist, sexist, or prejudiced remarks.

6. Contractors, Governors, and Volunteers

Contractors must follow visitor procedures, complete site inductions, and never have unsupervised access to pupils. When pupils are present, they are supervised by the Estates or Facilities Manager.

Governors and volunteers must have an enhanced DBS check and wear ID badges at all times.

7. External Speakers and Educational Visitors

Before approval:

- Credentials are verified and materials reviewed for suitability.
- Presentation material and/or content must be shared and consent given to share by the relevant school employee organising the event.
- Sessions must align with the school's values and Prevent Duty.
- A staff member is present throughout.
- Pupil reflection on learning outcomes is encouraged afterward.

8. Emergency and Evacuation Procedures

In the event of an emergency:

- Follow staff instructions and exit via the nearest safe route.
- Assemble at the designated muster point.
- Reception staff will verify attendance using InVentry records.
- Do not re-enter the building until authorised by the Headteacher or Fire Officer.

9. Data Protection and Confidentiality

Visitor information collected through InVentry complies with the UK GDPR and the Data Protection Act 2018. Data is used only for safeguarding, security, and emergency purposes. Visitors must respect confidentiality at all times.

10. Breaches and Consequences

- Immediate removal from premises under Section 547 of the Education Act 1996.
- Temporary or permanent bans from the site.
- Notification of relevant authorities, including the police if necessary.

11. Communication and Complaints

Concerns or complaints should be raised respectfully through the appropriate school channels. The school will respond fairly and promptly, but disruptive or abusive behaviour will not be tolerated.

12. Monitoring and Review

This policy is reviewed annually, or sooner if national guidance changes, to ensure alignment with best safeguarding and conduct practices.

Additional Policies:

Complaints Policy

Managing Disruptive Visitors Policy

Safeguarding and Child protection Policy