



ALTERNATIVE PROVISION

Visitor Policy

Approval Date: [January 2026](#)

Revision Due Date: [January 2027](#)

Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

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Statement of Intent

This policy is designed to outline [RAISE-AP's](#) procedures regarding visitors to the premises. This policy will enable our provision to:

- Safeguard and protect the welfare of pupils and staff members
 - Prevent unnecessary disruption to lessons and other educational activities
 - Protect our grounds and facilities from vandalism and misuse
 - Engage with the community and outside educational influences in a structured and productive manner
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Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
 - DfE (2024) 'Keeping children safe in education 2025'
 - Childcare Act 2006
 - Education Act 1996
 - Home Office (2023) 'Prevent duty guidance: England and Wales'
 - DfE (2022) 'Political impartiality in schools'
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Authorisation

Individuals who would like to visit the provision but are not in contact with a member of staff regarding this, should arrange their visit through the provision office or contacting us via our website.

Visitors are required to sign in on arrival through the provision's digital sign in system which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable.

Anyone wishing to visit the provision or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary to accommodate meetings with members of staff. The visitor will not be allowed into the provision without the supervision of a member of staff. Parents and carers are discouraged from visiting the provision during provision hours unless for an event, pre-arranged meeting or emergency. Where a parent / carers arrives at the provision, they will follow the visiting procedures outlined in this policy.

Safeguarding

The provision is committed to promoting the safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

Prior to arranging a visit, the Head of Provision will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit
- The age appropriateness of what is going to be delivered
- Whether relevant checks will be required
- Whether the visit could bring the provision into disrepute
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

For visitors at the provision in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The provision will not ask to see the DBS certificate in these circumstances.

The DSL and Head of Provision will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required. The Head of Provision will use their professional judgement to determine whether a visitor should be escorted or supervised while on provision premises.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. The provision will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The provision will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

Visiting Procedures

All visitors to the provision, including parents / carers, will comply with the following procedure:

- Immediately report to reception on arrival
- Provide their details to the staff, including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
 - Expected length of visit
- Sign-in using the digital sign in
- Display ID badges provided at all times while on provision property
- Sign-out using the digital sign in upon departure
- Return ID badges to the office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, e.g. a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant policies, including those in relation to health and safety, reporting a concern and emergency procedures.

Visitors will be advised that the provision is a non-smoking area and smoking is not permitted anywhere within provision grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the provision has in place.

Exceptions

Visitors attending scheduled open days, sports events or other by-invitation activities will be exempt from the visiting procedures.

Anyone attending provision events will keep to the areas of the provision grounds where the events are taking place.

Unidentified Individuals

It is the responsibility of all staff members to politely question any individual who enters the provision premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the office where they can sign-in.

If a visitor cannot be identified, the Head of Provision or member of SLT will be informed immediately. If a visitor refuses to report to the office, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

Visitor Conduct

Visitors to the provision will be required to act in accordance with the provision's Code of Conduct and other relevant policies at all times.

[RAISE-AP](#) reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on provision premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary. In the event of persistent occurrence of unacceptable behaviour on the provision site, [RAISE-AP](#) has the right to request a banning order from the LA for the individual in question.

Raise Values

Our [RAISE-AP values](#) (Resilience, Attitude, Interest, Self-Confidence and Empathy) are key in everything we do, specifically with attitudes (positive attitudes towards learning and wider life) and empathy (valuing and caring about each individual) which are linked to our Visitors policy.
