



SAXON WAY
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PRIMARY SCHOOL

Visitors Policy

Date: January 2026
Review Due: January 2027

Reviewed Annually

Purpose

The visitor policy is for the safety of our pupils and staff and we ask for co-operation from staff, pupils, parents and visitors.

We welcome all parents and visitors to Saxon Way Primary School. Parents and visitors are required to report to the office entrance and sign in.

Procedure

All visitors must sign and display a coloured lanyard that indicates if they require supervision. Red lanyards are distributed to visitors who have provided DBS details and are permitted unsupervised on site. Orange lanyards are distributed to visitors who must be supervised at all times. Any visitors on site who are not recognised, or who are not appropriately badged should be politely approached and accompanied to the reception desk for registration.

Saxon Way Primary School reserve the right to refuse entry or terminate a visit at any time. Visitors include parents, volunteers and governors (staff to sign in separately in for health and safety purposes).

Classification

Visitors can be classified according to their degree of access to children:

People working with children - peripatetic teachers, sports coaches, LA employees, school nurses, volunteers etc.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed.

All such visitors will have an enhanced DBS clearance (see DBS and List 99 procedure) and be issued with a red lanyard indicating they have been verified as permitted on site unsupervised.

Contractors - builders, gardeners and people working on computers or other equipment etc.

Unless the visit is expected or the visitor is well known to the person admitting them, their identity should be confirmed and the authority of a member of staff be obtained. They will be issued with a lanyard indication if they are supervised or unsupervised.

Escorted visitors - parents and guardians, prospective parents, job candidates, other people who just want to see the school or talk to members of staff and anybody not in the above categories must be accompanied at all times.

A person making a delivery is not classed as a visitor and therefore not required to sign in. Deliveries are to be left in with the main reception.