



Blue Sky Learning

Visitors Policy

Approved by: Kirsty Burridge
Date Approved: June 2026
Review Date: August 2027

1. Policy Statement

Blue Sky Learning welcomes visitors and values the contribution they make to the education and wellbeing of our learners.

The safety and welfare of learners is our highest priority. This policy sets out the procedures that all visitors must follow to ensure a safe, secure and well-managed environment.

This policy applies to all visitors, including parents, contractors, volunteers, professionals, commissioners, inspectors and other authorised visitors.

2. Legislation and Guidance

This policy is informed by:

- Keeping Children Safe in Education (KCSIE)
- Health and Safety at Work etc. Act 1974
- The Independent School Standards Regulations
- Data Protection Act 2018
- UK GDPR

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Safer Recruitment Policy
- Staff Code of Conduct

3. Roles and Responsibilities

The Headteacher has overall responsibility for visitor management and ensuring that safeguarding procedures are implemented consistently.

All staff are responsible for challenging unknown visitors and ensuring that safeguarding procedures are followed.

4. Visitor Procedures

All visitors must:

- Use the main entrance.
- State the purpose of their visit.
- Sign in using the visitor management system.
- Provide identification if requested.
- Wear a visitor badge at all times.
- Follow safeguarding, health and safety and site procedures.
- Sign out when leaving the site and return their visitor badge.

Visitors must remain with their host or within agreed areas of the site unless authorised otherwise.

5. Safeguarding

All visitors are expected to share Blue Sky Learning's commitment to safeguarding and promoting the welfare of children.

Visitors will be informed of:

- Safeguarding expectations.
- The identity of the Designated Safeguarding Lead (DSL) and Deputy DSLs.
- Procedures for reporting safeguarding concerns.

Visitors must report any safeguarding concern immediately to the DSL or a member of staff.

Visitors who have not been appropriately vetted or whose DBS status has not been verified will be supervised at all times and must not have unsupervised access to learners.

6. Contractors and External Professionals

Contractors, commissioners, external professionals and visiting agencies must follow all visitor procedures.

Where appropriate, evidence of safeguarding checks may be requested before access to the site is granted.

Contractors working during operational hours must minimise disruption and comply with health and safety requirements.

7. Volunteers and Parent Helpers

Volunteers and parent helpers must follow visitor procedures and any additional safeguarding requirements relevant to their role.

Where a volunteer role involves regulated activity, appropriate safeguarding checks will be completed in accordance with statutory guidance.

Volunteers will not be left unsupervised with learners unless all required checks have been completed.

8. Unplanned Visitors

Any person on site who is not wearing a visitor badge or who cannot explain their presence may be challenged by staff.

Visitors who refuse to comply with site procedures may be asked to leave the premises.

Where necessary, the Headteacher will seek support from the police or other appropriate authorities.

9. Educational Visits and Off-Site Activities

This policy also applies to visitors accompanying Blue Sky Learning on educational visits, enrichment activities and off-site provision.

Appropriate risk assessments and safeguarding arrangements will be in place for all activities.

10. Monitoring and Review

The Headteacher will monitor the implementation of this policy and review visitor procedures regularly to ensure they remain effective.

This policy will be reviewed annually or sooner if legislation, guidance or organisational requirements change.