



Al-Ashraf
Secondary School for Girls

AL-ASHRAF SECONDARY SCHOOL FOR GIRLS

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VISITOR & VOLUNTEER POLICY

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and Deputy Head

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1 INTRODUCTION

- AASSG warmly welcomes all visitors & volunteers and appreciates your contribution to our setting
- To ensure the safeguarding of all pupils and wellbeing of all staff, the school has a responsibility to ensure all visitors comply with the following policy
- Failure to adhere to the policy may result in the individual being removed from the premises.

2 VISITORS TO THE SETTING

- All visitors (not including parents/relatives) to the setting will be asked to show photo identification at the time of their visit.
- Visitors must follow the procedures below:-
 - Once on site, all visitors must report to the main reception first.
 - No visitor is permitted to enter the setting via any other entrance under any circumstances.
 - At reception, all visitors must state the purpose of their visit and who has invited them. They should produce photo identification when requested by the member of staff on reception.
 - All visitors will be asked to sign the Visitors Record which is kept at reception at all times, making a note of their name, organisation (if appropriate), who they are visiting, time of arrival and car registration (if appropriate).
 - Visitors must be reminded by reception staff that their personal mobile phones must not be used around the setting and should be kept in bags or pockets at all times.
 - All Visitors must be sent the 'safeguarding for visitors information leaflet' prior to their visit
 - Visitors must be informed/reminded about who is in the safeguarding team, how to contact them and how to report safeguarding concerns or other problems & difficulties.
 - Visitors must be informed/reminded of procedures in the event of a fire, and other relevant health and safety information.
 - All visitors will be required to wear an identification badge (Red Lanyard) – the badge must remain visible throughout their visit.
 - The visitor's point of contact will be asked to come to reception to receive the visitor or the visitor will be escorted to the point of contact. The contact will then be responsible for their visitor while they are on site. Without exception, visitors must not be allowed to move about the site unaccompanied unless they are registered on the approved visitor list.

3 APPROVED VISITORS TO THE SETTING

- Our setting will hold an approved visitor list for visitors who frequently visit the site to undertake regulated activity within the setting.
- To qualify for this list the visitor must have demonstrated prior to the visit that they have a current clear enhanced DBS check including Children's Barred List, with details of the check being recorded on the setting's Single Central Record (SCR).
- The visitor must also have provided photo ID the first time they visit the setting, details of which will have been given to the identified administrative officer.
- Visitors on the approved list MUST follow the same procedure on entry to the premises, i.e. come to reception, sign in the Visitor Record and wear a visitor badge at all times).
- A copy of the approved visitor list with expiry dates will be kept behind reception.

Governors and proprietors

- All governors, proprietors, etc. must comply with the appropriate Disclosure & Barring Service requirements as set out in KCSiE 2025 part 3.
- Thereafter, procedures will be as the 'Visitors to the Setting' procedures above, with governors etc. signing in and out using the Visitor Record and so on.

Parents/relatives

- All parents/relatives visiting a member of staff, either for a pre-arranged or ad hoc meeting, will be required to follow the 'Visitors to the Setting' procedures as above.
- All parents/relatives must sign in and out using the Visitor Record, and wear a visitor badge at all times
- If parents are new to the setting, they may be asked for identification on their first visit.

4 VOLUNTEERS

- As the nature of voluntary roles varies, a written risk assessment, professional judgement and experience will be used when deciding what checks, if any, are required. The risk assessment will be completed prior to them commencing their voluntary work and will cover:

- The nature of the work with pupils, especially if it will be regulated activity, including the level of supervision
 - What we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers
 - Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability,
 - Whether the role is eligible for a DBS check, and if it is, the level of the check for volunteer roles that are not in regulated activity.
- Details of the risk assessment will be recorded
 - All volunteers undertaking regulated activity must have an enhanced DBS check (which should include children's barred list information) and will also be entered onto the setting's Single Central Record (SCR).
 - The SCR should identify who in the setting is their link for the period of volunteering. Thereafter, 'visitor to the setting' procedures should apply, with volunteers signing in and out using the Visitor Record.
 - Volunteers without a DBS check must be accompanied by a member of staff at all times whilst in the setting following the same procedure as for supervised visitors.

5 VISITOR DEPARTURE FROM THE SETTING

- On departing the setting, visitors **MUST** leave via reception and:
 - Enter their departure time in the Visitor Record alongside their arrival entry.
 - Return the identification badge to reception.
- A member of staff should escort the visitor to the reception unless they are on the approved visitor list.

6 UNKNOWN/UNINVITED VISITORS TO THE SETTING

- Any visitor to the setting who is not wearing a visitor badge should be challenged politely to enquire who they are and their business on the site. They should then be escorted to reception to sign the visitor record and to be issued with a visitor badge.
- The procedures under 'Visitors to the Setting' above will then apply (If staff have concerns for their safety, or the safety of others, and do not want to approach the visitor, they should seek additional support). In the event that the visitor refuses to comply, they should be asked to leave the site

immediately and a member of the Senior Leadership Team (SLT) informed. The SLT member will consider the situation and decide if it is necessary to inform the police.

- If a visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave, police assistance will be called for.
- Staff who are unsure about any aspect of the visitor procedure should contact the Head and/or the Designated Safeguarding Lead.

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September 2025	1.0	SLT
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