The Inspire Group
Visitor Policy
2026/27

Introduction

Our facilities offer all visitors a warm, friendly, and professional welcome.

Our facilities have a legal duty of care for the health, safety, security and wellbeing of all learners and staff, and this is the responsibility of all team members.

We recognise that there can be no complacency where safeguarding and child protection procedures are concerned.

We, therefore, require that all visitors (without exception) comply with the following policy and procedures.

Failure so to do may result in the visitor being asked to leave the premises.

KCSIE states that 'schools and colleges have different types of visitors, those with a professional role i.e., educational psychologists, social workers etc. those connected with the building, grounds maintenance, children's relatives or other visitors attending an activity in school…. Schools and colleges should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day…. Principals should use their professional judgement about the need to escort or supervise such visitors. For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances). Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children's education, careful consideration should be given to the suitability of any external organisations.'

Purpose

The purpose of this policy is to safeguard all learners whilst they are on the premises and when on offsite educational visits, where a visitor may be in attendance. It is important to have in place clear procedures for admittance of visitors to the school which are understood by all staff, visitors and parents/carers and conforms to safeguarding and child protection guidance.

This policy applies to:

- All staff.
- All learners.
- All external visitors entering the site during the school day.
- All of those in school advisory roles
- All parents/carers.
- Volunteers (including college placement students)
- Other education related personnel.
- Building and maintenance and all independent contractors visiting the premises.

Procedures

- All visits must be pre-planned.
- All visitors will be provided with access to the safeguarding and child protection policy, online safety policy, fire safety and evacuation procedures prior to the visit.
- All visitors must provide formal identification on arrival.
- All visitors using the site car park must do so safely and reverse carefully into spaces available.
- On arrival visitors must report to the reception area or the office.
- No visitor is permitted to enter the school via any other entrance other than the front door (main entrance) under any circumstances.
- On arrival all visitors must state the purpose of their visit and who has invited them.
- All visitors will be required to sign the visitor register which is always kept in reception making a note of their name, organisation, who they are visiting and their car registration (if applicable). This register is GDPR compliant.
- Visitors must be shown the emergency exits and assembly point.
- Visitors will be required to sign an acknowledgement of risk on their first visit.
- Visitors will be provided with a visitor badge which must be worn on display until they sign out.
- Visitors will be escorted to their point of contact, or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors are not permitted to move about the site unaccompanied unless they are registered on the approved visitor list.
- In the case of an emergency, the visitor is required to follow emergency procedures alongside staff and learners.
- Any breaches of the procedure must be reported to the principal.

Approved Visitors

We hold an approved visitor list as part of the single central register (SCR) for visitors who frequently visit the site to undertake work within the organisation site (including contractors). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- They have a current clear enhanced DBS check and a copy of this has been registered on the organisation SCR
- Visitors on the approved list must follow the same procedures on entry to the premises. A copy of the approved visitors list will be kept in the office.

Departure

On departing the site, visitors must leave via reception:

- A member of staff should escort the visitor to the reception area
- Enter their departure time in the visitors register.
- A member of staff should retrieve the allocated visitor badge.

Unknown Visitors/Unplanned Visits

Any visitor to the site who is not expected or recognised should be challenged politely to enquire who they are and the purpose of the visit. The visitor should then be escorted to reception and follow the usual procedures for visitors or escorted from the site, whichever is deemed appropriate. If the visitor refuses to comply, they should be asked to leave the site immediately and a senior member of staff informed. The principal will consider the situation and decide if it is necessary to inform the police. If an unknown/unplanned visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave, the police will be called.

Sharing Information

Sharing information about Our organisation with visitors will primarily be via the website and our Sign In App. Other information may be shared via email and in reports and this must be in accordance with GDPR.

Code of Conduct

The expectations regarding the conduct of visitors are to protect the wellbeing of our learners and staff.

Our expectations of visitors are to:

- Respect the ethos, vision, and values of our organisation
- Work together with staff in the best interests of our learners.
- Treat everyone with respect.
- Set a good example, including with regards to speech and behaviour.
- Seek a peaceful solution to any issues which may arise.
- Approach a member of staff to help resolve any issues of concern.

- Adhere to the policies and procedures which have been shared.
- Not use mobile phones on the school site without approval of the principal.

Behaviour that will not be tolerated:

- Disrupting, or threatening behaviour.
- Swearing, or using offensive language.
- Displaying a temper or shouting at members of staff or learners.
- Sexual harassment in any form.
- Sending abusive messages
- Posting defamatory, offensive, or derogatory comments about the organisation, its staff, or any member of its community, on social media platforms.
- Use of any aggressive behaviour, including physical, verbal or in writing).
- Smoking, drinking alcohol or using or drugs on the premises.

These must not be on a visitor's possession during a visit.

Bringing dogs onto the premises (other than guide/ therapy dogs).

We take our responsibility, and legal preventative duty, to protect our employees, and learners, from sexual harassment in our school seriously. Sexual harassment could take the form of:

- Making sexual remarks about someone's body clothing or appearance.
- Asking questions about someone's sex life.
- Telling sexually offensive jokes, making sexual comments, or joke about someone's sexual orientation, or gender reassignments.
- Displaying or sharing pornographic, or sexual images, or other sexual content.
- Touching someone against their will e.g. hugging them.
- Sexual assault or rape.

Any breaches to the code of conduct must be reported to the CEO/COO/CSO The visitor will be asked to leave the premises immediately. The incident may be reported to the visitor line manager (if relevant), the police (if deemed appropriate) and the visitor may be prohibited from visiting in the future. If this is the case, they will be informed of this in writing.

Declaration
On behalf of The Inspire Group we, the undersigned, will oversee the implementation of the Health & Safety Policy and take all necessary steps to ensure it is adhered to.



Mark Howard
Co Founder & Chief Executive Officer
02/09/26



Steve Clarke
Co Founder & Chief Operating Officer
02/09/26



Alexander Howard
Co Founder & Chief Strategy Officer
02/09/26

POLICY DATE OF REVIEW
02/09/2026

NEXT SCHEDULED REVEIW
01/09/2027