



# Sheringham Woodfields School

Sheringham Woodfields School  
Holt Road  
Sheringham  
Norfolk  
NR26 8ND

ANNETTE MACONCHIE  
Head Teacher

Telephone: 01263 820 520

Fax: 01263 820 521

Email: [office@sheringhamwoodfields.norfolk.sch.uk](mailto:office@sheringhamwoodfields.norfolk.sch.uk)

Website: [www.sheringhamwoodfields.norfolk.sch.uk](http://www.sheringhamwoodfields.norfolk.sch.uk)

STEVE THURLOW  
Chair of Governors

Registered Charity: Friends of Sheringham Woodfields School - 1127142

## VISITING PROFESSIONAL POLICY

Approved by SMT: 14 <sup>th</sup> January 2026	Approved by Governors: 29 <sup>th</sup> January 2026
Next Review date: Spring 2029	Person(s) responsible for review: SLT

### Statement of intent

This policy is designed to outline Sheringham Woodfields School's procedures regarding any visitors to our school grounds. This policy extends to professional visitors or those carrying out case work, assessments and reviews.

This policy will enable our school 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 damage and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.
- Improve outcomes for our pupils using a multiagency approach
- To provide additional support and therapy(ies) for our pupils

## **1. Legal framework**

- 1.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:
  - Health and Safety at Work etc. Act 1974
  - DfE (2021) 'Keeping children safe in education'
  - Childcare Act 2006
  - Education Act 1996
- 1.2. This policy operates in conjunction with the following school policies:
  - Safeguarding Policy
  - Health and Safety Policy
  - Volunteer Policy
  - Respect, Dignity and Confidentiality Policy
  - Moving and Handling Policy (and plans)
  - Behaviour Management Policy (and plans)
- 1.3. A member of the SLT is responsible for ensuring visitors receive copies of and understand the following school policies:
  - Personal Electronic Devices Policy
  - Confidentiality Policy

**Health and Medical professionals attending site to support a child with a specific therapy, intervention or medical procedure are expected to follow and adhere to all school based policies, pupil plans and handling techniques.**

## **2. Authorisation**

- 2.1. All visits needs to be arranged via Class Team, Office Team or member of SLT. A copy of this form needs to be completed by the person wanting to visit:  
<http://w.pfrms.co/1pjb3kubn>
- 2.2. The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 2.3. The school office will be contacted about a proposed visit at least two weeks in advance. The school office will pass all details on to a member of SLT for a final sign-off before getting back to the visitors and confirming the details of their visit. If visitors are linked with Site works, the Site Manager or their Assistant will sign off the visit.
- 2.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for SLT authorisation.

- 2.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher/other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of a teacher, member of school office staff or member of the SLT.

### **3. Safeguarding**

- 3.1. The school 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.
- 3.2. A visitor will require a DBS check if they work in 'regulated activity'. Regulated activity is defined as:
- Regular teaching, training, instructing, caring for or supervising pupils if the individual is unsupervised.
  - Regularly providing advice or guidance on physical, emotional or educational wellbeing.
  - Regularly driving a vehicle only for children.
  - Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children.
  - All relevant personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
  - All health care for children provided by, or under the direction or supervision of, a regulated health care professional.
- 3.3. DBS checks will be undertaken in accordance with school policy and will be recorded within the schools Single Central Register if necessary.
- 3.4. A DSL will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.
- 3.5. Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils.
- 3.6. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

### **4. Visiting procedures**

- 4.1. All visitors to the school will comply with the following procedure:
- Immediately report to the school reception area on arrival
  - Provide their details to the school office staff, including:
    - Name
    - Purpose of visit
    - Name of pupil the visit pertains to/staff member who arranged the visit
    - Car Reg Mark (if applicable)
  - Sign-in using the visitors' book

- Display ID badges provided at all times while on school property
  - Sign-out using the visitors' book upon departure
  - Return ID badges to the school office before departure
- 4.2. Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures.
  - 4.3. Visitors will be advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
  - 4.4. Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.
  - 4.5. If they are feeling unwell, they can take an LFT before coming into the school.

## **5. Exceptions**

- 5.1. Visits to the school by contractors are governed by our Site Team, with oversight from the School Business Manager.
- 5.2. Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined in [section 4](#).
- 5.3. Anyone attending school events will keep to the areas of the school grounds where the events are taking place (e.g. the sports field, school hall).

## **6. Unidentified individuals**

- 6.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.
- 6.2. Any such visitors will be directed to the school office where they can sign-in.
- 6.3. If a visitor cannot be identified, a member of SLT should be informed immediately.
- 6.4. If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises and the police will be called to assist.

## **7. Visitor conduct**

- 7.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.
- 7.2. The school 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.
- 7.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

- 7.4. In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

#### **8. *Monitoring and review***

- 8.1. This policy will be monitored and reviewed every 3 years by the Head Teacher. Governors will also approve this policy every 3 years.

# Visitor check list

- Visitor pass completed and handed over
- Visitor information leaflet given out
- ID checked if someone not known to us and due to see a pupil

**If no LFD test completed within the last 24 hours, ask visitor to complete one back in their car (if no car, ask them to complete in toilet and then return to foyer)**

**Any issues re the above please call a member of SLT or dial 555**

**If someone wishes to raise a complaint, please keep them within the foyer area and call for a member of SLT to come to them.**

**If you feel uncomfortable about letting someone into the school (even if it's a parent that we know) keep them in the foyer and call a member of SLT**