CUNDALL MANOR SCHOOL

Visitor Policy 2026

Created	September 2024
Reviewed	August 2026
Next Review	August 2027
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Key Visitor Policy Updates for KCSIE 2026Provable Visitor Supervision: Visitor supervision must now be demonstrable and documented, rather than just assumed. Policies should detail how unvetted visitors or contractors are escorted and monitored at all times on site.Changes to Regulated Activity (Volunteers): From September 1, 2026, the definition of regulated activity changes. Unsupervised volunteers working directly with children (such as in teaching or supervising roles) require an enhanced DBS check with a children's barred list. The old volunteer supervision exemption has been removed. Update your policy to specify when volunteers require full checks versus when they are strictly supervised.Mobile Phones and Device Usage: With the new mobile-phone-free expectations, your visitor policy should clearly state that visitors (including external speakers, contractors, and parents) are restricted or prohibited from using mobile phones or taking photos/videos in presence of pupils.AI and Online Safety Awareness: Visitors or external agencies using school tech or presenting to students must adhere to the school's updated online safety and AI/deepfake protocols.

Visitor Policy: At a glance

This policy is about the appropriate controls and supervision of visitors to Cundall Manor School. It sets out the use of lanyards to identify staff, trustees, volunteers, registered contractors and visitors.

The policy applies to all visitors who are not current members of Cundall Manor School staff, pupils, trustees, registered contractors or volunteers.

This policy outlines the mandatory security controls, vetting requirements, and supervision protocols for all external visitors to **Cundall Manor School**. It ensures full compliance with Section 175 of the Education Act 2002 and the statutory requirements of the Department for Education (DfE) guidance, Keeping Children Safe in Education (KCSIE) 2026.

This policy applies to **all visitors** who are not current members of Cundall Manor School staff, pupils, trustees, registered contractors, or approved volunteers.

Policy Statement

This policy applies to ALL visitors, i.e., those who are not staff or pupils.

Visitors include:

- Parents;
- Professional advisors, including medical professionals;
- Visitors for resident staff;
- External contractors/maintenance workers (irregular);
- Staff and pupils from visiting Schools;
- Prospective parents and prospective pupils.

Aims of this Policy

The purpose of this policy is to contribute towards the safeguarding of all pupils and staff. In the interests of safeguarding, all members of staff should feel empowered to and must challenge visitors appropriately.

The Objectives of this Policy

The key objectives of this policy are to ensure that visitors to the school are properly welcomed and managed safely when on the School site; to have in place a clear protocol and procedure for the admittance of external visitors in order to prevent unsuitable people from working with or accessing children, young people and adults at risk.

The policy is to be understood by and adhered to by the staff, trustees, parents, visitors and conforms to Cundall Manor School's safeguarding guidelines.

The policy should also be read in conjunction with the following policies:

- Safeguarding Policy
- Employee Code of Conduct
- Whistleblowing Policy

General Rules

All visitors are directed through the main car park by clear signage and by pre-appointment correspondence, to Main School Office adjacent to the Main Car Park.

All visits must be pre-arranged with a named member of staff who will take responsibility for managing the visit. Any unannounced visitors, not registered, not wearing the relevant lanyard and/or not in the company of a host must be taken to the Main School Office.

No visitor will be allowed to leave the Main School Office without a host member of staff. The only exceptions to this are:

- Visitors who are registered as "regular contractors" who will be issued with a green lanyard;
- Prospective Parents and other pre-arranged visitors on a tour of the school who are accompanied by a member of staff; or
- Current parents visiting who may be accompanied by their own child.

The host staff member should notify the front office of all expected visitors, at least 24 hours before their arrival.

Visitors, including tradespersons, arriving by car or taxi must be directed to the Main Car Park and walk from the parking to the Main School Office.

When visitors arrive, they are asked to provide ID and sign in using the Inventry System which takes a photograph. Visitors are provided with a name badge on a lanyard and welcomed by the member of staff who is hosting them.

Hosts will make visitors aware of visitor protocols in confirmation e-mails. Main School Office staff will reinforce the message and brief all visitors on the appropriate visitor protocols.

For visitors arriving outside of the Office's normal working hours, the host must make appropriate arrangements to meet and escort the visitors when on the School site. The host should arrange for a visitor lanyard prior to the visit and return this to the Main School Office after the visit. The Business Office can issue visitor badges when the Main School Office is closed.

At the end of their visit, visitors must return to the Main School Office accompanied by the host, to sign out and return their visitor lanyard.

Non-return of visitor lanyards should be reported by Main School Office staff to the host.

The Inventory System holds a log of visitors, including names, a photograph, Cundall Manor employee being visited, company representing, time in/out and car registration.

A poster highlighting all Designated Safeguarding Leads is clearly displayed in the Main School Office and in other key areas across the School.

A guide to safeguarding best practice whilst on the Cundall Manor School site is explained and made available to all visitors on arrival.

Housekeeping for Visitors

Fire

In the event of fire, the fire alarm will sound and the host member of staff will ensure that escorted visitors are accompanied to the fire assembly point. Visitors will be informed on arrival if a fire alarm test is scheduled that day.

First Aid

A central first aid point and defibrillator is located in the Main House and a further defibrillator on the side of the main Cricket Pavilion.

The school surgery is not to be used for administering first aid for general visitors. In these cases, the Emergency services should be called. Trained first aiders across the site will assist in the event of the need for first aid.

Mobile Phones and Device Usage

Please note we aim to provide a mobile phone free environment.

Visitors (including external speakers, contractors, and parents) are restricted or prohibited from using mobile phones or taking photos/videos in the presence of pupils.

AI and Online Safety Awareness

Visitors or external agencies using school tech or presenting to pupils must adhere to the school's updated online safety and AI/deepfake protocols.

Vehicles
All visitor cars are to be parked in the nominated car parking areas. Upon registration the car number plate must be recorded in the Inventry System.

Smoking
Smoking and vaping is not permitted on the School site.

Dogs
Visitors' dogs are allowed on site, but not in any of the buildings unless the dog is a registered assistance or therapy dog. In these cases, permission must be requested at the time of booking.

All dogs must be on a lead at all times. Dogs must not be exercised on the sports fields.

Identification of Visitors

All staff should feel empowered and able to challenge any visitor on the School site who is not displaying the appropriate visitor identification lanyard.

Pupils should not challenge unaccompanied, unidentified visitors, but should make a member of staff aware, who will follow the Visitor Policy protocol.

Any unescorted and un-identified visitor on school site must be challenged politely to enquire who they are and their business. They should then be escorted to the Main School Office to register the visitor and wait for their host. When the Main School Office is closed, staff must escort the visitor and ensure the host is made aware of their visitor's arrival.

In the event that the visitor refuses to comply and/or they become abusive or aggressive, they should be asked to leave the School site immediately and Police contacted if necessary.

If a child or adult is at imminent risk of harm, the police should be called immediately.

Pupils and staff should not put their own safety at risk and if they have any concerns, they should report them immediately to either the Main School Office a member of the Senior Leadership Team or the Grounds team.

Lanyard Types

Red - Visitor
Must be accompanied by a host. Organised groups should also be on a red lanyard

Main Office staff will request to see the individual's proof of identity and/or photo ID.

Prior to the visit, assurance will be sought by the host that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).

There is an additional Visiting Speaker Form and protocol for organising staff to follow which ensures that any visiting speakers who might fall within the scope of the Prevent duty are suitable and

appropriately supervised. This includes an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

Prospective Parents will be met at the Main School Office by a member of the Admissions Team.

Visitors to the School must be accompanied at all times and are not allowed unsupervised access to pupils, unless they are visiting professionals working individually with a child and the arrangement has been pre-approved and logged by a member of Cundall Manor School's Designated Safeguarding Team, or unless they are parents of a pupil at the School who is accompanying them, or unless they are prearranged visitors who are having a tour of the School as part of their visit.

Access to the Boarding House is prohibited. No visitors are routinely allowed beyond the ground floor area of the Main House and the visitors' toilet.

Overnight adult guests in the Boarding House are not permitted. Visitors invited by the House Parents are their responsibility and must be accompanied at all times during term time.

Green - Registered Contractor & DBS Checked Volunteers
Do not need to be accompanied by a host. Regular contractors will sign in at the Main School Office and make themselves known to the person who has contracted them.

All Estates Department contractors (including regular contractors) are required to sign in at the Main School Office.

All contractors/visitors working for or meeting with a member of the catering providers in the Main House are required to sign in at the Main School office.

All contractors are to be escorted by an appropriate member of the staff, unless they have been sufficiently cleared to be unescorted, in which case they are authorised to work without supervision and given a Green lanyard.

All other contractors must advise the Cundall Manor School staff member who appointed them when they are on the estate and confirm arrival and departure times.

When a contractor's contract of work ends, the contractor must hand in all issued lanyards to either the Main School Office or the Cundall Manor School staff member who appointed them

Black - Parents of Cundall Manor Pupils
Parents will sign in at the Main School Office when they have requested or been invited in for a meeting with a member of CMS staff. They do not need to be accompanied by a host. They can be accompanied by their own children.

Blue – Staff and Governors
Appointed Cundall Manor Governors are DBS checked before appointment and are issued with a blue staff lanyard, which they must wear at all times during their visit to the Cundall Manor School site. All appointed Staff and Governors are DBS checked and recorded on the SCR before being issued with a Blue Lanyard.

Event and Match Guests – Inventory Label Required

All parents, family members and other visitors attending matches, concerts, performances or any other school event taking place during the school day (8.30am to 5pm) must report to and sign in at the school office upon arrival. Visitors will be issued with a clearly visible visitor identification label including their photo and details of the event they are attending. The label must be worn visibly at all times whilst on the school site and returned to the school office on departure. Visitors must remain in the designated area for the event and must not access other areas of the school without permission from a member of staff.

Raising Awareness

All staff, governors, registered contractors and volunteers are made aware of this policy as part of their induction. They are expected to make themselves familiar with the policy and its procedures and will be provided with ongoing relevant and appropriate training in relation to this policy.

All pupils will be made aware of this policy by their Form Tutor and through regular reminders in assemblies.

The Headmaster is responsible for ensuring that the policy is published, implemented, reviewed and updated. Staff are responsible for ensuring they understand and adhere to this policy.

Special Situations

Certain situations will fall outside this policy, for example Open Days and Speech Days. These are risk assessed and managed separately. On occasion a parent/carer may need to visit or collect their child from the infirmary. When arranging this the School Nurse will inform the Main School Office who will grant access to the parent on their arrival.

Parking adjacent to the Main House will be permitted and the parent/carer will be escorted by the School Nurse during the visit.

Visitors outside of term time

The Site Team is informed of any planned visitors to school (for example; contractors, prospective parents and pupils, Alumni, guests of staff). They are directed to park in the Main School car park and are always met and accompanied by a member of staff when on site.

Visitors to the Business Office are instructed to park in the Main School car park and are met by a member of staff at the Main School Office.

No visitor lanyard is required out of term time but visitors may continue to be accompanied.