



Haberdashers' West Midlands Academies Trust Haberdashers' Adams

VISITOR POLICY

2025-2026

Visitor Policy	
Named Responsibility of Policy	Esther Moss
Date of Policy	September 2025
Date of next Review	September 2026
Governor Accountability	PSW

Statement of intent

This policy is designed to outline Haberdashers Adams' procedures regarding visitors to the premises. For the sake of this policy, the words "premises" or "site" refers to the main school site, Longford Hall and grounds, and Beaumaris Hall and grounds.

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 vandalism and misuse
- Engage with the community and outside educational influences in a structured and productive manner

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work Act 1974
- DfE (2023) 'Keeping children safe in education 2023
- Childcare Act 2006
- Education Act 1996
- DfE (2021) Prevent Duty Guidance
- Equality Act 2010

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Mobile Technologies Policy

2. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school office, on 01952 953810 or by emailing reception@adamsgs.uk

Visitors are required to enter the site via reception from the High Street and sign in on arrival through the school's Inventory system which records the name of the person(s) they are visiting, the name of the visitor, and the name of the organisation they are from where applicable. If parking is required this will need prior authorization from the member of staff organizing the visit.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival; without a prior appointment it is not always possible to accommodate meetings with members of staff. The visitor will not be allowed into the school without the supervision of a member of school staff and with the exception of those for whom we already have an Enhanced DBS check in place, will be accompanied by a member of staff at all times.

Parents are discouraged from visiting the school during school hours unless for a school event, pre-

arranged meeting or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

3. Visiting procedures

All visitors to the school, including parents, should comply with the following procedure:

- Immediately report to the school reception area on arrival, with the exception of contractors who will report to the maintenance office.
- Provide their details to the school office staff (or Site Manager for contractors), including:
 - Name
 - Purpose of visit
 - Name of pupil the visit pertains to/staff member who arranged the visit
- Sign-in using the InVentry system
- Display ID badges on lanyards provided at all times while on school property
- Sign-out using the InVentry system
- Return ID badges before departure

4. Exceptions

Visitors attending scheduled open days, sports events or other by-invitation school activities will be exempt from the visiting procedures.

Anyone attending school events will keep to the areas of the school grounds or location where the events are taking place (eg the sports field, school hall) as per the instructions provided for the visit.

5. Safeguarding

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.

A visitor will require an enhanced DBS check with children's barred list information if they work in regulated activity.

DBS checks will be undertaken in accordance with the DBS Policy.

The DSL and Headteacher will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

A visitor who has not undergone a DBS check will not be left unsupervised with pupils.

The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

5.1 Concerns regarding the safety/wellbeing of pupils

If visitors during their visit has suspicions that a pupil's safety or wellbeing is at risk, they should

Speak to the school receptionist who will ask them to fill in a “concerns about a child reporting form” and alert a Designated Safeguarding Lead (DSL).

If a pupil makes a disclosure to a visitor, they are advised to listen to the pupil and then report to reception immediately to fill in a “concern about a child reporting form” and alert a DSL.

Visitors should not leave the site if they have concerns over the safety and/or wellbeing of any pupil.

5.2 Designated Safeguarding Leads

At Haberdashers’ Adams we are committed to the safety and wellbeing of all of our pupils. If you are concerned about a child, please speak to **Mrs Esther Moss** who is the Designated Safeguarding Lead for the school.

If Mrs Moss is unavailable, please do speak with any of our secondary leads; **Mr Daniel Biggins, Miss Sara Bowater, Mr Samuel Obeng-Asare, Mr Bhalraj Chima** or **Mr Tom Hurst**.

Our school lead for Child Sexual Exploitation (CSE) and also a Deputy Designated Safeguarding Lead is **Mrs Charlotte Harman**.

Photographs and bases of the DSL team are on page 6 of this policy.

6. Unidentified individuals

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.

Any such visitors will be escorted to reception (or the Site Office for contractors) where they can sign-in.

If a visitor cannot be identified, the Headteacher or member of SLT will be informed immediately and be escorted from the school site.

If an unidentified visitor refuses to comply with the instructions above, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

7. Mobile Technologies

- Visitors should keep their mobile phone or other technologies on silent/vibrate while on the school grounds
- Visitors should not use phones and other mobile devices where pupils are present. If you must use your phone, you may go to reception to do so.
- Visitors should not take photos or recordings of pupils (unless it is your own child only), or staff
- Visitors not use their phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while visitors are on the school grounds.

A full copy of our mobile technology policy is available from reception.

8. Visitor conduct

Visitors to the school will be required to act in accordance with the school's Staff Code of Conduct and other relevant school policies at all times.

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.

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.

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 Local Authority (LA) for the individual in question.

9. Fire/evacuation procedures

In the event of a fire or the need for buildings to be evacuated, visitors will hear a persistent bell/alarm. At such a time, visitors should report to the upper corner of the playground to be registered against the fire list (those visiting Longford Hall the muster point will be in front of the Hall and those visiting Beaumaris Hall will be the car park). Visitors will be told when the danger is no longer present and when/if they can return to their visit.

10. Monitoring and review

This policy will be monitored and reviewed on an annual basis by the Deputy Head (Pupil Welfare). Amendments to the policy will be communicated to all relevant stakeholders.

Updated: Summer 2025

Reviewed: Summer 2026



Haberdashers'
ADAMS

Safeguarding

At Haberdashers' Adams we are committed to the safety and wellbeing of all of our pupils. If you are concerned about a child (including yourself) you can speak to any member of staff in school.

Mrs Esther Moss is the Designated Safeguarding Lead for the school.

The Deputy Designated Safeguarding Leads are **Mr Daniel Biggins, Mrs Sara Bowater-Bickmore, Mr Samuel Obeng-Asare, Mr Bhalraj Chima** or **Mr Tom Hurst**.

Our school lead for Child Sexual Exploitation (CSE) and also a Deputy Designated Safeguarding Lead is **Mrs Charlotte Harman**.



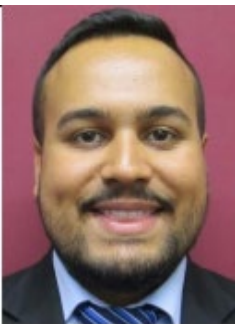
Esther Moss—Deputy Head (Pastoral)

Based on the first floor of the admin block or in the Sports Department



Charlotte Harman—Deputy Head (Sixth Form and Girls)

Based in the Sixth Form Centre or Geography Department



Bhalraj Chima—Head of Senior Boarding

Based in the Physics Department or Beaumaris Hall



Tom Hurst—Inclusion Officer

Based in the Inclusion Office on the ground floor of the admin block

Daniel Biggins—Headteacher

Based in the Headteacher's office in the ground floor of the admin block



Samuel Obeng-Asare—Assistant Head (Head of Boarding)

Based in the Business Studies & Economics Department



Sara Bowater-Bickmore—Teacher of Religious Studies

Based in the Religious Studies Department

