



EST. 1967

RUNNYMEDE COLLEGE

Delight, Ornament, Ability

# VISITOR POLICY

## 2025-2026

<b>Reviewed by:</b>	Georgina Powell
<b>Last reviewed:</b>	September 2025
<b>Next reviewed:</b>	June 2026

# Visitor Policy

---

## Overview/purpose

The aim of this policy is to help ensure students, staff and visitors are safe when they are visiting the Runnymede campus, while at the same time being given a warm welcome to the school. We recognise the importance of visitors to all areas of school life and we aim to ensure that pupils can learn from and enjoy the curricular and extra-curricular experiences they bring, in a safe environment.

The School requires that ALL VISITORS comply with the following policy and procedures.

## Definitions

**"Visitors"** applies to all those who are not employed by the school or who have not undergone the school's safer recruitment checks and completed the minimum safeguarding training. This includes, but is not limited to:

- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All parents and volunteers
- All former pupils
- Other education related personnel (County Advisors, Inspectors)
- Building & Maintenance and all other independent contractors visiting the school premises

## Visitor procedure

- All visitors will be required to wear an identification badge and coloured lanyard which must remain visible throughout their visit. The colour is allocated depending on the role of the adult in school: Red = Staff; Green = Parent; Yellow = Visiting Adult
- Visitors to the school may be asked to bring formal identification with them at the time of their visit.
- Visitors must sign in at the security gate on arrival.

- 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.
- Visitors must be supervised at all times and not left alone with pupils
- All visitors should return their identification badge and then sign out at the gate when leaving.
- Once on site, all visitors must report to the reception at the school office and state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

## Visiting parent procedure

- Parents are asked to provide current photo identification and a passport style photo prior to their child's arrival. They will then be provided with a green lanyard which they must wear at all times when on the school site.
- Parents in the Prep and Pre-Prep collect their children from specified areas. If carers collect children, then their details must be provided to the school in advance. The staff member in charge of the children has the duty of asking carers to identify themselves at the time of collection.
- When visiting the school for events and parent-teacher evenings, parents should make their way directly to the venue.
- If a parent arrives outside drop-off or collection times, and is in school for a non-scheduled event, they should go to the school office in the first instance. Parents are not allowed to move around the campus alone during the normal school day.

## Unknown/uninvited visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. They should then be escorted to reception to sign the visitors' book and be issued with an identity badge.

### Related policies

This policy should be read in conjunction with other related school policies, including:

- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Fire Policy

Reviewed: September 2025

Next review: September 2026