



Visitors Policy

Canary Wharf College, Trust

November 2025 – January 2027

Document control		
Date	Version	Comments
November 2025	1.0	New Policy





Title:	Visitors Policy
Procedure Code:	X
Source:	The National College
Document Owner:	Director of Health and Safety
Review & Update By:	Director of Health and Safety
Advisory Committee:	Audit & Risk
Approval Committee:	Audit & Risk
Date Approved:	March 2026
Date of Publication:	December 2025
Date of Next Review:	January 2027
Required on Website:	No



0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
November 2025	All	New Policy



Contents

0. Document Control	3
1. Definitions	5
2. Scope of Policy.....	5
3. Links and Legislation Guidance Documents	6
4. Authorisation.....	6
5. Safeguarding.....	7
6. Visiting Procedures.....	7
7. Expectations	8
8. Unidentified Individuals	8
9. Visitor Conduct	9
10. Monitoring and Review.....	9



1. Definitions

The "Trust" refers to the company known as the Canary Wharf College, and all Trustees and Staff who work within it.

A "School" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a 'school' may span one or several phases of education to the individual academies within the Trust. Depending on the context, the term "School" may refer to a singular school or to all schools within the Trust but as separate entities.

"Staff" refers to any individual who is employed by the Trust or who operates on the Trust's behalf, e.g. Trustees, and those working in a voluntary capacity.

A "Parent" includes the natural or adoptive parent of a pupil as well as any non-parent / carer who has parental responsibility including being involved in the day-to-day care of a pupil.

A "Pupil" includes any incoming or current pupil at any School within the Trust who is 16 and under. It also includes any individual who was previously a pupil at any School within the Trust and who has left within the appropriate timeframe for consideration as necessary, e.g. complaints. The term pupil is used as standard by CWC in its policy documents but can be replaced with the term "student" or "child" with no change of definition.

"Child" and "Youth" includes everyone aged 18 and under.

The "Principal" is defined as the individual who has ultimate responsibility for a school in line with CWC strategy, approach, ethos and values. Individual schools may have alternative titles for this position such as Executive Principal or Principal.

2. Scope of Policy

This policy is designed to outline Canary Wharf College procedures regarding visitors to the school premises. 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.



3. Links and Legislation Guidance Documents

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

- Health and Safety at Work etc. Act 1974
- DfE 'Keeping children safe in education 2025'
- Childcare Act 2006
- Education Act 1996
- Home Office 'Prevent duty guidance: Guidance for specified authorities in England and Wales'
- DfE 'Political impartiality in schools'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- DBS Policy
- Contractors Policy
- Volunteer Policy

4. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will arrange their visit through the school office, who can be contacted on:

Canary Wharf College Crossharbour: 02033836100

Canary Wharf College East Ferry: 02075152328

Canary Wharf College Glenworth: 02075173210

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 are from where applicable.

The school office will be contacted about a proposed visitation in advance. The school office will pass all details on to the Principal for a final sign-off before getting back to the visitors and confirming the details of their visit.

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 the Principal's authorisation.

Visitors who arrive at the school without a prior appointment may be permitted to meet with the Principal/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.



Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they will follow the visiting procedures outlined in the visiting procedures section of this policy.

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.

Prior to arranging a visit, the headteacher will ensure careful consideration is given to the suitability of the person or organisation. This will include an assessment of:

- The educational value of the visit.
- The age appropriateness of what is going to be delivered.
- Whether relevant checks will be required.
- Whether the visit could bring the school into disrepute.
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

A visitor will require an enhanced DBS check with children's barred list information if they will be undertaking 'regulated activity' at the school.

For visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school may not ask to see the DBS certificate in these circumstances.

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

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

The Principal will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

6. Visiting Procedures

All visitors to the school, including parents, 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.
 - Expected length of visit.
- Sign-in using the visitors' book or screen
- Display ID badges provided at all times while on school property
- Sign-out using the visitors' book or screen upon departure
- Return ID badges to the school office before departure

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures, e.g. a summary of key safeguarding and health and safety information.

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures. Visitors will also be advised of the conduct expected of them whilst visiting the school, and in particular the requirement to ensure that visitors speak and behave in a manner which complies with the school's ethos of equality, diversity and inclusion.

Visitors will be advised that the school is a non-smoking area and smoking is not permitted anywhere within school grounds.

Prior to the visit, all visitors will be made aware of any specific parking arrangements which the school has in place.

7. Expectations

Visits to the school by contractors will be managed in line with the Contractors Policy.

Visitors attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures and will follow the safeguarding procedures linked to that event.

Anyone attending school events will be instructed to keep to the areas of the school grounds where the events are taking place (e.g. the school hall).

8. 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 directed to the school office where they can sign-in.



If a visitor cannot be identified, the headteacher will be informed immediately.

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 may be called to assist.

9. Visitor Conduct

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.

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 who is on school premises without legal permission to cause or permit 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.

The school will consider barring individuals from the premises if they are deemed to be aggressive, abusive, or using insulting behaviour or language and posing a risk to staff and pupils. In this situation, the individual will be informed that they have been barred or that there is an intention to bar them. The individual will be allowed the opportunity to present their case. The barring may be temporary until the individual has had the opportunity to formally present their side or the individual can be advised that there is an intention to bar them and that they must present their side by a set deadline.

Once the individual has made their submissions, a decision will be made as to whether the barring should be continued. If a decision to bar the individual is made then this will be reviewed within a reasonable timeframe of three working days.

10. Monitoring and Review

This policy will be monitored and reviewed on an annual basis by the headteacher. Amendments to the policy will be communicated to all relevant stakeholders.