

DEPARTMENT OF EDUCATION, SPORT AND CULTURE

RHEYNN YNSEE, SPOYRT AS CULTOOR



Visitors Policy

Policy for UCM and Schools

Glossary

Department means the Department of Education, Sport and Culture (DESC) including schools, UCM, Villa Gaiety and Manx Sport & Recreation.

DESC Department of Education, Sport and Culture.

Schools means any educational establishment maintained or provided by DESC.

UCM University College Isle of Man.

Visitor means an individual who is visiting the school and is not employed to work there or is not a pupil there. A pupil who is suspended from the school for misbehaviour may also be referred to as a visitor.

Contents

Summary	3
About this Policy	3
Who is this Document For?	3
Key Points.....	3
Effective Date.....	3
Policy	4
Version Control and Review	5
Review Date.....	5

Summary

About this Policy

The Department of Education, Sport and Culture recognises the importance of building strong relationships between educational settings and their communities, whilst also being aware of the legal duty to safeguard pupils and staff.

For this reason, the Department supports schools and UCM in inviting visitors to attend the premises wherever this is for a legitimate purpose and does not detriment the safety of the pupils or staff.

However, wherever it becomes clear that a visitor poses any sort of threat or does not have a justifiable reason for being on the premises, schools and UCM must take action to remedy the situation.

Who is this Document For?

This Policy is for the leaders, staff and the Governing Bodies of all DESC provided and maintained schools and the UCM.

It may also be referenced by parents, pupils and the wider public for information.

Key Points

Visitors to UCM or a school site must enter and sign in via the Reception area at the establishment.

Visitors must be provided with a visitor's identification badge.

Visitors must not move around the premises unaccompanied unless the relevant DBS checks have been performed.

Effective Date

This document is effective from February 2024. It will be kept under review and updated at least every two years.

Policy

1. Invited Visitors

- 1.1. A visitor may only be invited to the premises where the Headteacher or a member of the Senior Leadership Team ("SLT") has been informed of the intention to invite, along with a clear explanation as to the relevance and purpose of the visit, and the intended date and time.
- 1.2. Prior to attending the premises, visitors must be informed of the requirement to enter via Reception, provide formal identification (*e.g. driving licence, passport etc.*), and sign-in.
- 1.3. Upon signing-in, the visitor must be provided with a visitor's identification badge and either be escorted to, or wait at Reception to be received by, their point of contact.
- 1.4. The point of contact will then be responsible for the visitor for the duration of their visit, and must not allow the visitor to move around the premises unaccompanied unless the relevant DBS checks have been performed (please refer to the DBS Policy).
- 1.5. Before departing the premises, the visitor must sign-out, return their identification badge and exit the premises via the Reception.

2. Approved Visitor List

- 2.1. All schools and UCM may hold an 'Approved Visitor List' for visitors who frequently visit the premises to carry out work.
- 2.2. To qualify for this list, the relevant checks must be performed on the visitor, in accordance with the DBS Policy.

3. Unknown/Uninvited Visitors

- 3.1. Any visitor who has not been invited to the premises must not be permitted beyond the Reception of the premises unless the Headteacher or a member of SLT permits entry having been informed of the visitor's presence and finding the purpose of their visit to be justified.
- 3.2. Where a visitor is not wearing an identification badge, they should be challenged by any member of staff, in a polite manner, asking who they are and their business on the premises.

- 3.3. Such a visitor must then be made aware of the procedure for visitors and escorted to Reception, where it will be determined by the Headteacher or a member of SLT whether they are permitted on the premises.

4. Unacceptable Behaviour of Parents, Carers and Visitors

- 4.1. Where a visitor, whether invited or not, behaves in an unacceptable manner, please refer to the Unacceptable Behaviour by Visitors on School Premises Policy.

Legislative Links

[Safeguarding Act 2018](#)

[Education Act 2001](#)

School Articles of Government (available on each school website)

Version Control and Review

The business area that owns this document is Education Advice and Support

Version	Author	Date	Changes
V0.1	Policy Hub	September 2023	First Draft
V0.2		November 2023	Amendments following consultation
V0.3	Policy Hub	November 2023	Final Draft submitted to SLT (Policy Hub Edit)
V0.4			Amendments following SLT review (if applicable)
V0.5		13 th Nov 2023	Final Draft approved by SLT
V1.0		March 2024	Version 1.0 published

Review Date

This document was issued in March 2024 and is due to be reviewed in March 2026.