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Trafford Alternative Education Provision

Visitor Policy

[2025-26]



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Trafford Alternative Education Provision

Policy Title:	Visitor Policy		
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Document Control

Version control/History

Name	Description	Date
Sarah Wright	Updated with new logo	January 2026

Approvals

Name	Position	Date
Linda Thompson	Executive Headteacher	January 2026

Links to

Policy
<ul style="list-style-type: none"> • Health and Safety • Child Protection and Safeguarding Policy • Statement of procedures of allegations against staff

General Data Protection Regulation (GDPR)
This policy document has been reviewed in compliance with GDPR (May 2018) Linda H Thompson, Executive Head teacher 



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Trafford Alternative Education Provision

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

1. Statement of Intent

This policy is designed to outline Trafford Alternative Education Provision procedures regarding visitors to the 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

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 (2024) 'Keeping children safe in education 2024'
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) 'Prevent duty guidance: England and Wales'
- DfE (2022) '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
- First Aid Policy
- Prevent Duty 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 0161 912 1479 or by emailing admin@taep-online.co.uk

Visitors are required to sign in on arrival through the school's InVentry system which records the reason for the visit, the name of the visitor(s), and the name of the organisation they are from where applicable.

Anyone wishing to visit the school or arrange a meeting must do so prior to arrival, without a prior appointment it is not always necessary 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. Parents are discouraged from visiting the school during school hours unless for a school event, prearranged 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. 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 work in regulated activity.

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 will not ask to see the DBS certificate in these circumstances. The visitor will be issued a green lanyard.

The Headteacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises. Some visitors who are regular and the Headteacher is confident that all safeguarding checks are satisfactory may be issued a fob card, this must be handed in at reception on exit of the school.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. These visitors will be issued a red lanyard to ensure this is clear to all staff.

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.

4. 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 Inventory sign in system
- Display ID badges provided at all times while on school property
- Sign-out using the Inventory system 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, eg 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 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.