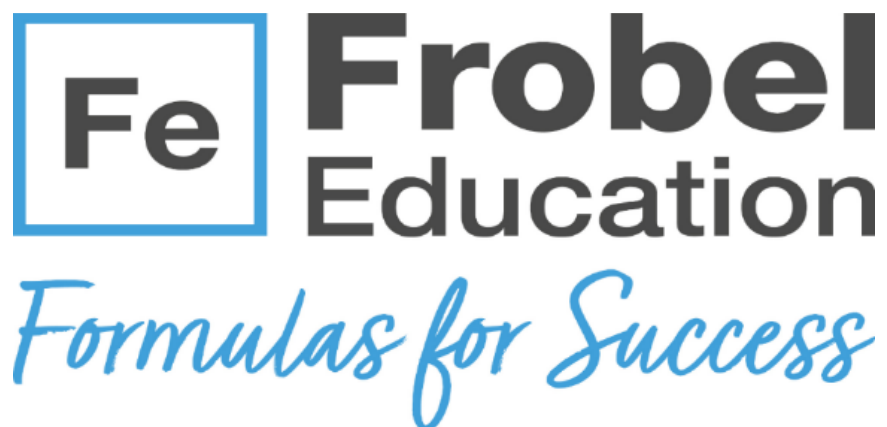


Visitors Policy



Last Reviewed: August 2026

By: Executive Board

Date of next review: August 2027

VISITORS POLICY

Visitors are always welcome to Frobel and we strive to exude warm hospitality to make their experience a happy and purposeful one so that they will want to return.

We anticipate all visitors to respect and uphold the organisation's ethos; we will not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of Race, Gender, Faith, Sexual Orientation etc.

To fulfill the organisation's obligation and support 'Every Child Matters' philosophy of 'Staying Safe', necessary safeguarding procedures will be implemented.

Aims

The learning opportunities and experiences that visitors can contribute to the life and work of the organisation are encouraged and appreciated.

The aim of this policy is to ensure that these visitors are received in the organisation in an appropriate and safe manner and that the security and wellbeing of pupils and staff is uncompromised at all times.

Key Visitors

Below are examples of a wide range of visitors who visit Frobel to benefit and complement the whole organisation programs and enrich learning.

- Volunteers who carry out services in an unpaid capacity (e.g. Parents, potential customers on a scheduled tour).
- Students who are carrying out activities as part of their unit of study (e.g. Workexperience).
- Individuals/groups carrying out a service within our Organisation (e.g. L.A.).
- Support for student health and wellbeing – for example, health professionals.
- Individual/groups who will be paid directly by the Organisation e.g. Maintenance, ICT support services etc.
- Governors and advisors monitoring the work of the Organisation
- Guest Speakers and Individuals who are invited by the Organisation to conduct talks, discuss careers etc.

Procedures

The 'Visitor Policy' provides guidance to ensure that the visitor's participation in our organisation derives the greatest benefit and that the visit is managed well, consistently and is understood by all participants.

- All visitors must report to the main Reception and present their ID, whereon a member of the Admin Team will issue Health and Safety and Safeguarding guidance.
- Visitors are not permitted to use electronic devices on site.
- The visitors' book must be signed in, stating the nature of visit and time of arrival.
- Guest speakers or individuals invited to work with children or conduct assemblies must fill in the 'Visitor Consent Form'.
- An identification badge will be issued from the office.

- The Head of Centre or Supervisor will be consulted prior to contacting visitors or finalising arrangements.
- The Head of Centre must be informed of their arrival and before any activity commences.
- Where appropriate, visitors to the Organisation must have had the relevant security checks (List 99/ DBS / Extremist checks) and a record of these checks will be kept in the office.
- All visitors working with the children must be made aware of the Organisation's Confidentiality Policy.
- A member of staff will be present at any pupil related activity carried out by the visitor to ensure that relevant policies and procedures are followed.
- Contractors must ensure they liaise with the Executive Head or CEO with regard to health and safety issues. e.g. where pupils will be working, walking etc.
- All visitors must sign the visitors' book when leaving the Organisation for fire drill purposes.
- We also welcome any visitors' oral or written comments with regard to their welcome and receptiveness, the ethos of the Organisation etc.
- If any unknown person(s) are walking around Organisation at any time during the day without a badge, staffs are expected to politely approach them and ask them if they have reported to the office. Staff should accompany them to the office so that appropriate action is taken.
- Any unauthorised visitors must be reported to the Head of Centre, Executive Head or CEO who will contact the Police.