Pathways School

Visitors Policy

Policy Monitoring

Date policy last reviewed: June 2026

Signed by:

Neil Jones	Headteacher	Date:	June 2026
Saima Ali	Chair of governors	Date:	June 2026

Date of next review: June 2027

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

1. Introduction

Pathways School welcomes visits from all interested parties, parents, family members, carers, professionals, volunteers, and students. For the visit to be successful for all concerned, we must ensure that there are procedures which are followed.

2. Links to other school policies and practices.

• Child Safeguarding and Protection Policy and Procedures.

• Health and Safety Policy

3. Policy Purpose

- Protect the students' dignity and privacy.
- Promote trust and confidence between all parties.
- Ensure that disruption to the school is kept to a minimum.
- Promote transparency of practice.

4. Procedure

- Those wishing to visit the school should plan with the relevant school personnel clearly stating the reasons for the visit.
- The Headteacher should be notified of all visits to the school other than the usual review visits made by parents/carers.
- All visitors, including parents/carers, must be signed into the building at Reception and wear a visitor's badge throughout their visit. The visitor's badge should be returned to reception before leaving the building.
- Visitors must not be left unaccompanied in any areas accessed by students.
- On rare occasions incidents may occur with students and staff will ask visitors to leave or redirect their route. Answers to questions may need to be deferred.
- Tours should be restricted to corridors unless pre-arranged (but can enter non occupied classes / offices).
- Visitors should not engage with our staff or students unless invited or a social approach is made by a pupil.
- Confidentiality must be a paramount consideration for visitors.
- Visitors must be mindful that staff will not give out any confidential information on students.
- Pupil issues must not be addressed with parents, visiting professionals or between staff in common areas; a confidential space should be found.
- Where possible, visitors should not be taken to the staffroom during break times.
- Staff and students are to be fully prepared for the visitors possible.

- The school will seek parent/carer permission before any professional visits to the school in relation to specific students are agreed. The only exception to this will be for multiagency meetings.
- School office staff will be aware of class timetables so the whereabouts of specific students and classroom staff are always known so they can be easily located.
- Family members are welcome to visit and observe their students in class, but by prior arrangement only.
- Photos or video footage must not be taken of the students by visitors. Pathways School will provide these if appropriate or taken by agreement for corporate purposes.