



Visitor & Outside Providers 2025-2027

Ratification by Headteacher	
Policy Updated:	July 2025
Date of next Review	July 2027
Signature (Headteacher):	H Brown

Visitors

- All visitors sign in and out on the electronic device at the school office and must wear a visitor's badge (displaying safeguarding team and procedures).
- Visitors must be made aware of relevant school policies by Office Staff or Senior Leadership Team – Visitors and Outside Providers, Safeguarding, Behaviour, Mobile Phone policy. An information sheet will be shared on arrival and visitors are signposted to our website for the full version of the policies.
- It is the responsibility of all visitors to familiarise themselves with the emergency evacuation plan and other safety arrangements for the school site. Evacuation maps are located around the school and inside the classrooms.
- All regular volunteers in school are DBS checked and meet with a Senior Leader initially to discuss routines, procedure and expectations
- All visitors should support our ASPIRE learning characteristics (achieve, support, pride, inspire, respect and enjoy) whilst in school
- All visitors must abide by any health and safety policies and procedure

Outside Providers

- All coaches and instructors will provide evidence that they:
 - have current and appropriate qualifications;
 - are DBS checked;
 - have appropriate insurance; and
 - hold a paediatric First Aid qualification.
- All sessions will comply with the specified pupil/adult ratio for your club. E.G. Sports: 1:20
- A register must be taken at each session.
- Instructors will report any children causing concern to the Headteacher. In the absence of the Headteacher, please report to member of the safeguarding team. (See list below)
- Sport providers must pass on concerns to our P.E. co-ordinator, Vicki Walsh
- All visitors should support our ASPIRE learning characteristics (achieve, support, pride, inspire, respect and enjoy) whilst in school
- All outsider providers must abide by our health and safety policies and procedure
- Outside providers must consult with the school about dismissal procedures at the end of the session
- Outside providers are responsible for all aspects of children's health, safety and welfare: they will provide first aid as appropriate; they will contact the child's parent/carer as necessary; in the event of a child not being collected at the end of the session, they will contact the family and wait with the child until s/he is collected
- The school office must be informed as soon as possible if an instructor is unable to attend or is delayed – telephone 01895 462355

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- o The Subject Leader for P.E. and School Sport will observe coaching sessions once a term and give providers brief feedback. This will help us to record children's progress and identify areas for extra support or extension within school.
- o Staff to report concerns regarding the conduct of outside providers, or the conduct of children due to lack of appropriate supervision to the Head Teacher and / or Safeguarding lead.
- o Outside providers must only allow healthy snack of fruit after school and before their provision begins. Food must not be shared between children incase of allergies
- o It is the responsibility of the outside provider to remain with a child if parents are late for collection but should inform a senior leader if the parent is more than 15 minutes late collecting. If no contact has been made within half an hour, the outsider provider will follow their safeguarding procedures and call social services.

Useful information

Headteacher: Mrs Helen Brown (Deputy DSL)

Deputy Headteacher: Mr Ignus Bornman

Assistant HT (& DSL) – Mrs Louise Huse


Site Manager: Mr Dean Taylor

Welfare: Mrs Leanne Sampson



Warrender
Primary School

Warrender Primary School Safeguarding Team

 Mrs L Huse (Assistant Headteacher) Designated Safeguarding Lead	 Mrs H Brown (Headteacher) Deputy Designated Safeguarding Lead	 Mr I Bornman (Deputy Headteacher) Deputy Designated Safeguarding Lead
 Mrs J Gettens (School Business Manager) Level 3 Safeguarding	 Mrs L Sampson (Welfare, Admissions, Attendance) Level 3 Safeguarding	 Mrs W Maynard Chair of Governors Safeguarding Governor

If you are concerned about the welfare or safeguarding of a child, speak to a member of the Safeguarding Team.

First aid equipment is located in the Welfare Room or in rainbow bags located in the classrooms. A defibrillator is located outside the Finance office on the wall near Reception and another one in the Oak Year 6 classroom near the MUGA

Related policies:

- PSHE Policy
- P.E. Policy

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- Safeguarding
- Mobile Phone
- Behaviour

Monitoring, Evaluation and Review

We will review this policy and evaluate its implementation and effectiveness every two years.

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