



This visitors policy will be reviewed by the Trust Board biennially or amended if there are any changes in legislation before that time

Date of last review: Spring 2023

Date of next review: Spring 2025

## **1. Introduction**

This policy is intended to manage visitors in a way that ensures the safety of children and adults on the school site and complies with statutory guidance set out in Keeping Children Safe in Education (KCSIE) and Childcare (Disqualification) Regulations 2009. The responsibility for this lies with the headteacher, senior leadership team and the governing body.

## **2. Guidance and Responsibilities**

Each school headteacher and chair of governors are responsible for implementing this guidance and managing visitors to the school. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school.

This policy applies to all visitors equally, including VIPs. All staff should be familiar with its contents.

### **Types of visitor**

A visitor is any person on the school site who is not a trust employee. There are a number of different types of legitimate visitors to a school. These include:

- Visitors who attend the school in connection with the provision of external professional children's services by a third party organisation such as OFSTED, social workers, educational psychologists, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in extra curricular roles such as peripatetic tutors, sports coaches.
- Agency staff
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.
- Governors and trustees
- Trainee teachers
- Volunteers
- Work placement students
- VIPs – Very Important People.
- Other legitimate visitors ie parents, parent helpers, school governors.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk

assessments should be undertaken and, where necessary, the headteacher or senior leadership team should be aware of such visits in advance.

### **3. Procedures for all visitors**

- All safeguarding checks required by KCSIE and Childcare (Disqualification) Regulations 2009 will be undertaken in relation to all visitors.
- Where staff are unsure as to the requirements of KCSIE and Childcare (Disqualification) Regulations 2009 in relation to visitors, they must obtain guidance from the trust HR manager or headteacher before the visitor is permitted access beyond the reception area.
- Wherever possible, visits to school should be pre-arranged.
- All visitors must report to reception first and not enter the school via any other entrance.
- At reception, all visitors should explain the purpose of their visit and who has invited them. Where it is their first visit, they will be asked to produce formal identification, including photographic ID, evidence of any required safeguarding checks and evidence that they are from any third party organisation whom they represent.
- All visitors will be asked to sign in electronically
- [All visitors will be required to hand their mobile phone to the office staff before entering the main school building. Visitors' phones will be stored securely and returned on departure.]
- If the visitor is part of a large group of visitors a separate register may be utilised.
- A visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- Visitors should not be alone on the site unless unsupervised access is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check or the trust HR manager or headteacher has confirmed that the visitor has been appropriately checked. All other visitors should be accompanied by a member of staff.
- If visitors find they are alone with pupils/children they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.

### **4. Special categories of visitor**

#### **4.1 VIPs**

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders

- Notable academics, Olympians, authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

### **Important considerations for VIP visits**

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail eg it is unlikely that the Queen or another senior member of the Royal Family would be expected to show or wear ID. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

### **4.2 Visitors who attend the school in connection with the provision of external professional children's services by a third party organisation/ Agency staff/ Fee funded trainee teachers**

The relevant organisation will be required to provide confirmation that all necessary pre-employment checks have been undertaken including a DBS check at the requisite level. The visitor will be asked to provide evidence that they are the person on whom the checks have been made and work for the organisation concerned. This will include photographic ID in all cases.

### **4.3 Visitors attending to work with children in extra curricular roles and work placement students**

The third parties in school form at Appendix 1 should be completed by the member of staff responsible for the visits and submitted to [the trust HR manager\*/headteacher\*] in advance of the visitor coming into school. The [trust HR manager\*/headteacher\*] will determine the necessary checks to be undertaken to meet KCSIE and Childcare (Disqualification) Regulations 2009 requirements, dependent on whether the activity amounts to regulated activity and the degree of supervision to be provided. Where appropriate, a DBS check obtained by third party organisation for whom the visitor works or with whom the visitor is a student will be accepted. All necessary safeguarding checks will be completed including obtaining any additional information or assurances required to assess the safety of the visitor. Photographic and address ID will be required in all cases.

### **4.4 Volunteers**

The third parties in school form at Appendix 1 should be completed by the member of staff responsible for the visits and submitted to [the trust HR manager\*/headteacher\*] in advance of the visitor coming into school. The [trust HR manager\*/headteacher\*] will determine the necessary checks to be undertaken to meet KCSIE and Childcare (Disqualification) Regulations 2009 requirements, dependent on whether the activity amounts to regulated activity and the degree of supervision to be provided. All necessary safeguarding checks will be completed including a DBS check at the appropriate level if required and obtaining any additional information or assurances required to assess the safety of the visitor. Photographic and address ID will be required in all cases.

#### **4.5 Contractors**

Where contractors are regularly on site and have the opportunity for unsupervised contact with children, the school will obtain written confirmation of the following from the person's employer:

- a. That a clear and enhanced DBS certificate has been obtained
- b. Who obtained it
- c. The date of the certificate
- d. The certificate number

and require evidence that the contractor is the person on whom the checks have been made and work for the organisation concerned. This will include photographic ID in all cases.

All other contractors will be supervised when on site during the hours the school is open to children.

#### **4.5 Parents and relatives**

The school does not have power to request or see DBS checks for this category of visitor. The headteacher will use their professional judgments as to the need to escort or supervise this category of visitor.

#### **4.6 Ofsted**

The school will check all inspector's official OFSTED photo inspection badges to ensure that the school knows that each such visitor has completed the required safeguarding checks.

### **5. Raising awareness of visitor safety**

Children will be:

- a. Regularly reminded of the need for vigilance, including in relation to any visitors not wearing an identity badge
- b. Regularly reminded that they should remain with a staff member and not wander off or leave an area which is not supervised by a member of staff during any supervised visits and specifically prior to a visit by a VIP or celebrity
- c. Told of any other relevant actions identified by a risk assessment relating to any particular visit

and reassured that if they have any concerns about any visitor on site they should tell a teacher or other member of staff immediately

Parents will be made aware that they should report concerns about a visitor to any teacher or go to any teacher for help and advice if they have such concerns. The teacher should then report the concerns to the school's designated safeguarding lead. Where staff have concerns, they must contact the school's designated safeguarding lead.

Any issues regarding the suitability of visitors to the school should be noted by the designated safeguarding lead and promptly brought to the attention of the headteacher. If the behaviour of a visitor causes safeguarding concerns the designated safeguarding lead should contact the Nottinghamshire Safeguarding Children in Education Officer (SCIEO) for advice.

## **6. Unknown, uninvited or malicious visitors to the school**

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the headteacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

The school's emergency plan includes arrangements for responding to 'intruders' and lockdown arrangements in the event of a malicious visitor.

## **7. Monitoring and Evaluation**

Like all safeguarding policies, the school monitors and evaluates its implementation and effectiveness on a regular basis.

## **8. Legal requirements**

This policy should be read in conjunction with KCSIE and Childcare Act 2006 and Childcare (Disqualification) Regulations 2009.

## **9. Linked policies**

This policy should be read in conjunction with other related school policies:

- Child Protection Policy
- Safer Recruitment
- Staff Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- Acceptable use policy
- Images policy
- Mobile phone policy
- Data Protection policy