

*'Individual Growth, Individual  
People'*



# **Guidance on Visitors, including VIPs to *Nottinghamshire* schools Policy**

**Reviewed November 2023**

# Guidance on Visitors, including VIPs to Nottinghamshire schools<sup>1</sup>

## 1. Introduction

This guidance is intended to help schools manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Head teacher, senior leadership team and the governing body.

DfE Keeping Children Safe in Education 2023 page 77 informs: The role of schools and college staff informs; ***All staff have a responsibility to provide a safe environment in which children can learn*** and there will be occasions when schools and colleges have different types of visitors, those with a professional role i.e. educational psychologists, social workers etc. those connected with the building, grounds maintenance, children's relatives or other visitors attending an activity in school such as a sports day.

Schools and colleges should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day.

Headteachers and principals should use their professional judgement about the need to escort or supervise such visitors.

For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances).

Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children's education, careful consideration should be given to the suitability of any external organisations

School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

**Note:** The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors, see link <https://www.gov.uk/government/publications/using-external-visitors-to-support-online-safety-education-guidance->

**NOTE:** KCSiE 2023 Part Three Safer Recruitment on page 77 and 78 at paragraphs 289 to 303 provides clarity on Visitors to schools/colleges. See link [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)

We offer this guidance as a framework for schools, academies and colleges to adjust and develop to ensure it fits your learning environments profile and mirrors the individual 'safeguarding arrangements' in place. It should also be referenced within and aligned to your school, academy or college child protection policy

**Coronavirus and other contagious infections and viruses-** head teachers are responsible for ensuring that visitors to the site are effectively managed within the existing system of school control measures and risk assessments. Advice on keeping the school community safe and limiting the spread of the virus is available from Health and Safety

## **2. Guidance and Responsibilities**

### **Policy statement and principles**

Our school ethos is that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within Newark Orchard School will play their part, including working with professionals from other agencies, to meet the needs of our most vulnerable children and keep them safe.

The Head teacher and Chair of Governors are responsible for implementing the following guidance and managing visitors to the school, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required. 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.

All staff should be made aware of this guidance and that it applies to all visitors equally, including VIPs.

### **Types of visitor**

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role ie social workers, educational psychologist, SEND officers, NCC HR officers, Officers from the Fair Access team, TETC team or targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- VIPs – Very Important People

- Other legitimate visitors i.e. parents, parent helpers, school governors,
- Organisations which have input to the curriculum, learning and support; such as the NSPCC, sports specialists/coaches, music tutors, alternative education providers, PCSO's and Early Intervention Officers, Health professionals

Visits should be planned to ensure they run smoothly considering the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

### **3. Our school requires the following procedures for ALL visitors to be followed**

- Wherever possible, visits to schools 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. They should be ready to produce formal identification.
- All Nottinghamshire County Council staff should show their photo ID card.
- All visitors will be asked to sign in on the school's electronic recording system which includes a photograph of the visitor being taken.
- 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.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this 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 visitor's employers have confirmed that their staff have appropriate checks).
- 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.
- The Head teacher or Designated Safeguarding Lead (DSL) along with the nominated Safeguarding Governor should also monitor compliance with the agreed specified visitor's policy procedures. Should any shortfalls be found these should be addressed as a matter of urgency, to ensure children and visitors to the school are kept safe.

## **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 Nottinghamshire County Council staff**

Nottinghamshire County Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations<sup>2</sup> In these circumstances the statutory guidance<sup>3</sup> says:

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Schools and colleges must obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform. In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business. Where the position requires a children's barred list check, this must be obtained by the agency or third party by obtaining an enhanced DBS certificate with barred list information, prior to appointing the individual.'

This guidance can be regarded by schools as the 'written notification' required by the guidance.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for NCC. All Nottinghamshire County Council staff visiting schools carry photo identification.

Nottinghamshire County Council provides written confirmation that all staff who visit school in a professional capacity have had the appropriate safer working checks completed by the council. The letter is available [here](#) for schools to download and retain with their Single Central Record (SCR).

#### **4.3 Staff from other agencies**

The same requirement as in 4.2 applies. If schools, academies, or colleges have 'written notification' from an agency that their staff have had all the appropriate pre-employment checks that the school or college would otherwise be required to perform including a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of these checks before being granted unsupervised contact with children.

#### **4.4 Contractors**

The statutory guidance states:

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If an *individual* working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.

For building or maintenance contractors' schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

#### **4.5 Trainee teachers**

The statutory guidance<sup>4</sup> says:

Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools and colleges should obtain written confirmation from the training provider that *it has carried out all pre-appointment checks that the school or college would otherwise be required to perform and that the trainee has been judged by the provider to be suitable to work with children.*

There is no requirement for the school to record details of fee-funded trainees on the single central record.

As with other visitors who have been checked by an external organisation, the school should have 'written notification' that appropriate checks have been made and have been reviewed annually

If tutors of trainee teachers do not have unsupervised contact with children they will not require a DBS check. If they do have such contact then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

#### **4.6 Governors**

Governors should follow the same procedures as other visitors when coming into school. If they are to have unsupervised contact with children, they will require a barred list check in addition to the enhanced DBS check that is a requirement of appointment for governors.

## 4.7 Parents and relatives

DfE KCSiE 2023 Part Three *states* that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances head teachers should use their professional judgment about the need to escort or supervise visitors.

## 4.8 Ofsted

Ofsted have provided NCC with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

## 5. Implications of the *Childcare (Disqualification) and Childcare (Early Years provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018* for 'visitors.'

The Childcare (Disqualification) Regulations 2018 introduced additional requirements for staff who are involved with the education or care of children under 6 or with the out-of-school care of children under 8. The implications of these regulations are set out in *revised* statutory guidance<sup>4</sup>. Nottinghamshire County Council has also issued guidance to schools<sup>5</sup>.

### 5.1 The following groups of people, who could be considered 'visitors' are NOT covered by the 'Childcare Disqualification' legislation:

1. Caretakers, cleaners, drivers, transport escorts, catering staff, catering & cleaning managers, office staff, DSO catering and cleaning staff who are not employed to directly provide childcare. (Statutory Guidance<sup>6</sup>)



2. Health staff, speech therapists, Educational Psychologists.

*'Anybody involved in any form of health care provision for a child, **are specifically excluded** from the statutory definition of childcare, and are therefore not covered by the legislation.'* (Statutory Guidance) This includes school nurses, speech and language therapists and education psychologists

3. School governors

*'School governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.'* (Statutory Guidance)

4. Ofsted inspectors

While not specifically referred to in the statutory guidance, Ofsted have informed NCC that in their view Ofsted inspectors are not covered by the requirements of the 'Childcare Disqualification' legislation.

**5.2 The following groups of people, who could be considered 'visitors' ARE covered by the 'Childcare Disqualification' legislation:**

- a) Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8.

*'Where centrally employed local authority staff are deployed to work in relevant childcare settings in schools (for example peripatetic music teachers or special needs teachers) it is the responsibility of the local authority to ensure that such staff are compliant with the requirements of the legislation explained in this guidance.'* (Statutory Guidance)

Nottinghamshire County council can confirm that all NCC employed staff in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation.

- b) Agency, or third-party organisations, contracted to work in relevant childcare in schools. The agency must confirm that they comply with the legislation. (Statutory Guidance)
- c) Self-employed contractors employed to work in childcare provision (Statutory Guidance)
- d) Trainee and student teachers. Again the teacher training provider must confirm that they comply with the legislation. (Statutory Guidance)
- e) Volunteers and casual workers who work in childcare. (Statutory Guidance)

*‘Volunteers and casual workers who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, in relevant childcare, are within the scope of the legislation and are covered by this guidance.’*

## **6. Raising awareness of visitor safety with children**

Pupils should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

## **7. Concerns related to a visitor**

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding. Further details can be found in Part Four Section One and Two of KCSIE 2023

Any issues regarding the suitability of visitors to the school should be noted by the designated person for safeguarding and promptly brought to the attention of the Headteacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the Nottinghamshire Safeguarding Children in Education Officer (SCIEO) for advice and where the adult’s behaviour has caused harm or risk to a child, the Local Authority Designated Officer (LADO).

## **8. 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 Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Schools, academies and colleges should use the advice and procedures described within:

- NCC and Police ‘School Safe Alert Protocol’, revised June 2022, can be found in the Safeguarding section of the Schools Portal and the NSCP website:

[www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp)

Schools’ Emergency Plans should include arrangements for responding to ‘intruders’ and ‘lockdown arrangements’ in the event of a ‘malicious visitor.’ Relevant guidance can be found at:

<https://www.nottinghamshire.gov.uk/planning-and-environment/emergencies-and-disruption/school-emergencies>

## **9. Monitoring and Evaluation**

Like all safeguarding policies schools should monitor and evaluate its implementation and effectiveness on a regular basis.

## **10. Linked policies**

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

- Whole School Child Protection Policy
- Safer Recruitment Policy
- School Employee Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- Low Level Concerns Policy
- Managing allegations procedures
- [Nottinghamshire Safeguarding Children Partnership: Managing allegations procedures](#)

KCSIE 2023 Part Four: Allegations made against/Concerns raised in relations to teachers, including supply teachers, other staff, volunteers and contractors has two sections covering the two levels of allegation/concern:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Has two sections covering the two levels of allegation/concern:

1. Allegations that may meet the harms threshold.
  2. Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns’ These procedures should be consistent with local safeguarding procedures and practice guidance
- Disqualification under the Childcare Act 2006
  - Childcare (Disqualification) Regulations 2018 – *Statutory* Guidance for Schools
  - [Coping with a School Emergency / School Emergency Plans](#)
  - Access Policy
  - The UKCIS external visitors’ guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors