



Document Title	MLT Visitors to School Guidance
Date Reviewed	26 th May 2022

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 Principal, Senior Leadership Team and the Local Governance Committee.

2. GUIDANCE AND RESPONSIBILITIES

The Principal 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.

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

Types of Visitors

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 i.e. social workers, police, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors or 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/carers, parent/carer helpers or 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. The Principal or Senior Leadership Team should be aware of visits in advance.

3. PROCEDURES FOR ALL VISITORS

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must report to main reception first and not enter the school via any other entrance.
- At main reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification e.g. photo ID card.
- All visitors will be asked to register using the electronic recording system which may include 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 wear a visitor lanyard, be accompanied by a member of staff and should not be alone with pupils/children unless this is a legitimate part of their role.
 - for example, a social worker seeing a child where the school has assured itself that the visitor has had the appropriate DBS check (by receiving written confirmation that the appropriate checks have been carried out by the visitor's employers – Template in Appendix 1) and checking that the person presenting themselves is the same person for whom the checks have been made.
 - Where an enhanced DBS certificate has disclosed any matter or information, or any information was provided you must obtain a copy of the certificate from the agency/organisation.
 - You must record the date the confirmation was received on the Single Central Register. If these checks are complete, the visitor will be issued with a black lanyard.

- Social workers and police visiting children under emergency conditions and where requisite confirmation of appropriate checks have not been made, should be allowed access alongside the DSL, Deputy DSL or member of SLT.
- 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

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 e.g. 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, as should other VIPs.

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

STAFF FROM OTHER AGENCIES

Keeping Children Safe in Education states:

“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 agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college must obtain a copy of the certificate from the agency”.

Visitors should also produce photo ID each time they access the school site.

PARENTS/CARERS AND RELATIVES

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, Principals should use their professional judgment about the need to escort or supervise visitors.

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: [Ofsted Inspectors: lists - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/inspector-lists)

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.

POLICE

The Police do not have to notify parents/carers of their intention to question a child in school about a crime, or suspected crime. However, it would be good practice for them to do so unless there is a pertinent reason. School staff should clarify whether parents/carers are aware, any reasons if not, and establish whether there are any reasons why the school should not contact parents/carers on conclusion of the meeting to advise them that this has taken place.

Where parents/carers are not present, a senior member of staff and/or safeguarding officer should be present in any meeting between children and police at all times. It is worth being cognisant with recommendations and findings in the Child Q Practice Review March 2022: [Child-Q-PUBLISHED-14-March-22.pdf \(chscp.org.uk\)](https://www.chscp.org.uk/published-14-March-22.pdf)

5. IMPLICATIONS OF THE CHILDCARE (DISQUALIFICATIONS) REGULATIONS 2009 FOR 'VISITORS.'

The Childcare (Disqualification) Regulations 2009 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 new statutory guidance - Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, February 2015. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409361/disqual_statguidance_Feb_15.pdf

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 Para 9).
2. Health staff, speech therapists, Educational Psychologists.

*'Anybody involved in any form of health care provision for a child, including school nurses, and local authority staff, such as speech and language therapists and education psychologists, **are specifically excluded** from the statutory definition of childcare, and are therefore not covered by the legislation.'* (Statutory Guidance Para 10).

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 Para 16).

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.

5.1 THE FOLLOWING GROUPS OF PEOPLE, WHO COULD BE CONSIDERED 'VISITORS' ARE COVERED BY THE 'CHILDCARE DISQUALIFICATION' LEGISLATION:

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 Para 11)

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.

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 Principal. If the behaviour of a visitor causes safeguarding concerns, the designated person for safeguarding should contact the appropriate agency for advice.

8. UNKNOWN, UNINVITED OR MALICIOUS VISITORS TO THE SCHOOL

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

NOTES FOR STAFF

When staff become aware that a child has an allocated case worker e.g. Social Worker, Early Help worker, School Nurse etc, then the appropriate pastoral member of staff should be made aware of the allocated workers name and place of employment so that requisite checks can be made.

Staff should also ensure that parents/carers have given permission for their child to be seen in school by the allocated worker. Exceptions to this would be Social Workers visiting children under Section 47 regulations and in some cases, the Police. However, where requisite checks have not been undertaken, a staff member should be present with this child for the duration of the visit.

**Written confirmation that the appropriate checks have been carried out by the visitor's employers
Template.**

This letter can be provided to employers for return to then be filed.

Date

Dear Maltby Learning Trust

Safeguarding/Vetting Checks

I write to confirm that all staff employed by 'Company Name' have undergone children's workforce enhanced DBS and barred list checks and have been cleared to work with children. Where an enhanced DBS certificate has disclosed any matter or information, or any information was provided, we agree to inform you and will let our employee know that you will request to see a copy of their certificate.

I confirm that we have undertaken the necessary pre-employment checks for all of our staff, including where applicable; satisfactory references, the right to work in the UK, overseas checks, identity checks, prohibition from teaching checks, section 128 checks and relevant qualifications checked.

Additionally, all of our staff have completed the necessary safeguarding training.

Yours sincerely

Name

Position in the Company