

Guidance on Visitors, including VIP's to Nottinghamshire schools¹

1. Introduction

This guidance is intended to help schools, academies and colleges manage visitors in a way that ensures the safety of children and adults whilst on the school site.

The responsibility for this lies with the Head teacher, senior leadership team and the governing body or trust.

DfE Keeping Children Safe in Education 2021: The role of schools and college staff informs; ***All staff have a responsibility to provide a safe environment in which children can learn*** (KCSiE 2021 para 7).

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 – 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

Willow Brook School is committed to doing all that it can to promote and maintain the safety of our children whilst they are in our care. This policy sits alongside our Child Protection policy and seeks to ensure that actions will be taken in a timely manner to safeguard and promote children's welfare should concerns arise or incidents occur through inappropriate actions or threats by visitors or VIP's.

The Headteacher and Chair of Governors are responsible for implementing this 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.

¹ The term 'schools' is used, for brevity, to refer to all types of regulated educational establishments - all schools whether maintained, non-maintained or independent schools, including academies and free schools, alternative provision academies and pupil referral units, maintained nursery schools and further education colleges and sixth-form colleges with students under 18.

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.

It should be included within the establishment's whole school child protection policy and referenced in the school's health and safety policy and access policy.

Types of visitor

There are several 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, educational psychologist, SEND officers, Officers from the Fair Access team, TETC team or other 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 and PCSO's, for example.

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 required, risk assessments should be undertaken. The head teacher or senior leadership team should be aware of visits in advance.

3. Procedures for ALL visitors

**Note: All schools, academies and colleges, should ensure the following section is developed by the Headteacher, governing body/trust, to ensure it reflects the required practice with the school, academy or college. We are mindful some schools have split sites or separate buildings within the grounds that are open to the public or have shared access, this will need to be reflected upon to ensure all visitors are clear regarding what areas are and are not accessible to visitors.*

Head teachers, governing bodies/trusts will also need to consider whether they have electronic recording systems and reception areas for manual reporting signage within this section and make clear requirements placed on all visitors.

Willow Brook School requires the following procedures 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 the visitors' record book
- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's badge/lanyard 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 signing in and 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 areas 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.

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 regulations² In these circumstances the statutory guidance³ says:

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 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).

² Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. 31 August 2018

³ Keeping Children Safe in Education. September 2021.

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 guidance⁴ says:

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 several 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 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 guidance⁴ 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. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of

⁴ Keeping Children Safe in Education September 2021

the work, they will be), an enhanced DBS certificate (including children's 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 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 2021 Part Three states: 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 judgment about the need to escort or supervise such 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 guidance⁵. Nottinghamshire County Council has also issued guidance to schools⁶.

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 Guidance⁷).
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 Disqualification under the Childcare Act 2006. [Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, 31 August 2018.](#)

⁶ Guidance for Schools (Revised Sept 2018) available on the Schools portal - [Disqualification under the Childcare Act 2006](#)

⁷ Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, 31 August 2018.

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 individuals supporting children with additional need) 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 (including individuals on work experience) who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, 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 normally be the head teacher or another member of the school’s senior leadership team, who should then report the concerns to the designated safeguarding lead.

Further details can be found in Part Four Section One and Two of KCSIE 2021.

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 January 2019, can be found in the Safeguarding section of the Schools Portal and the NSCP website:

<https://www.nottinghamshire.gov.uk/media/1732518/school-safe-alert-guidance.pdf>

- 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:

<http://www.nottinghamshire.gov.uk/learning/schools/information-for-schools/schoolemergency-planning/>

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 2021/2022 (NCC and NSCP policy template is available in [NCC Schools Portal Safeguarding section](#) and the NSCP website: <https://www.nottinghamshire.gov.uk/nscp/resources/for-schools>
- [HR Safer Recruitment Guidance available on the school's portal](#)
- School Employee Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- [Nottinghamshire Safeguarding Children Partnership: Managing allegations procedures](#)
- KCSiE 2021 Part three: Safer Recruitment and Part Four: Allegations of abuse made against teachers and other staff : <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
KCSiE 2021 Part Four: 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.

Document History

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