



## MANAGING VISITORS POLICY

Committee/Person Responsible for Policy:	<b>Headteacher/SLT</b>
Date Approved by SLT/Headteacher:	<b>11<sup>th</sup> January 2023</b>
Next Review Due:	<b>January 2026</b>

### 1. Introduction

This guidance is intended to provide all staff, particularly administrative staff as to the process for managing visitors in a way that ensures the safety of children and adults on the Academy site. The responsibility for this lies with the Headteacher, Senior Leadership Team and the governing body.

### 2. Guidance and Responsibilities

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the Academy. The day-to-day arrangements need to be understood by all staff but in particular the administrative staff who are the first point of contact for all visitors. 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 is referenced in the Academy Child Protection policy, and Academy Health and Safety policy.

### 3. Types of visitor

There are a number of different types of legitimate visitors to a school including;

- Visitors who attend the Academy in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches, etc.
- Visitors who attend the Academy in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or other support workers
- VIPs – Very Important People
- Other legitimate visitors i.e. parents, carers, parent helpers, Academy governors.

Visits should be planned to ensure the smooth running of the Academy taking into account the need to safeguard children, protect visitors from allegations and manage a safe environment. Where appropriate a separate risk assessment should be carried out when arrangements differ in any way from this agreed protocol.

It is the responsibility of all staff, governors and visitors to the Academy to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment. We ask visitors to sign that they take responsibility for their own health and safety via InVentry. If a visitor is dressed in a way that could put themselves or others at risk (e.g., facial piercings/jewellery/scarfs/sweater with a hood) we may make recommendations at reception.

### **3.1 Procedures for ALL visitors**

- All visits to Academy should be pre-arranged and recorded on the Academy<sup>1</sup> electronic calendar.
  - All visitors must report to reception first and should not enter the Academy via any other entrance.
  - At reception, all visitors should explain the purpose of their visit, who has invited them and who they are due to meet. They should be ready to produce formal identification if required. All visitors will show their photo ID card and once verified will be provided with a visitors badge along with a copy of the Academy Safeguarding leaflet and asked to read it and familiarise themselves with the content. They will be asked to wear the badge at all times.
  - All visitors will be asked to sign in using the InVentry Visitor / Reception System. This will issue them with a visitor badge containing their photograph, name and the purpose of their visit.
  - If the visitor is part of a large group of visitors a separate register may be utilised and held by the meeting organiser for use in the case of an evacuation or future reference.
  - A visitor's badge must be worn and displayed prominently for the entire duration of the visit. If staff see any individual not wearing the visitors badge this should be questioned immediately and the individual concerned should be politely escorted to the reception area where they will be asked to complete the visitors procedure (as above).
  - Visitors will wait in the reception area until they are met by the assigned member of staff to be escorted to their destination.
- 
- All visitors will be accompanied by a member of staff at all times. 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). Nottinghamshire County Council declare an annual DBS & Safer Recruitment compliance statement which is to be accepted for Nottinghamshire County Council staff visiting the Academy.
  - If visitors find they are alone with any pupils/children they should report to a member of staff or reception. This is explained to visitors in the Academy safeguarding leaflet.
  - On departing the school, visitors will leave via reception, sign out of the building, return their visitor badge and be observed to leave the premises using the surveillance camera in reception. School reception staff will check the 'in – out' records weekly to monitor compliance with these procedures and report any anomaly to the Business Manager and Headteacher. The Academy Office Manager will be notified of any administrative errors affecting visitor arrangements immediately.

## **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 will 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(s) 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 nominated member of staff and this should be recorded on the Academy electronic calendar.

## **4.2 Nottinghamshire County Council employees**

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, disqualification under the Childcare Act 2016 and the Keeping Children Safe in Education guidance, September 2019. In these circumstances the statutory guidance says:

2019:

“Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example 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 visitors.”

## **4.3 Staff from other agencies**

The same requirement as in 4.2 applies. If the Academy have ‘written notification’ from an agency that their staff have a DBS ‘Enhanced with barred list information’ check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

## **4.4 Contractors**

The statutory guidance 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 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” KCSIE 2022

#### **4.5 Trainee teachers and apprentices**

The statutory guidance 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 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. KCSIE September 2022.

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 Academy should have ‘written notification’ that appropriate checks have been made.

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.’ (*NCC Guidance on Visitors, including VIPs, to Academies*).

#### **4.6 Governors**

Governors should follow the same procedures as other visitors when coming in to school. All governors will hold appropriate DBS certificates.

#### **4.7 Parents and relatives**

Keeping Children Safe in Education 2022 states that schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children’s relatives or other visitors attending a sports day). The Headteacher of the Academy/a member of the Senior Leadership Team will 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. Ofsted provide a list of all approved inspectors at:

<https://www.gov.uk/government/publications/ofsted-inspectors-list>

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as NCC and other Local Authorities hold the 'written notification' from Ofsted to this effect.

Ofsted also publish confirmation that all inspectors are DBS checked and have met stringent criteria and training on their recruitment site. Details are available at:

<https://www.gov.uk/government/organisations/ofsted/about/recruitment>

Ofsted have confirmed via email that an Ofsted Inspector is required to carry their official ID badge to confirm who they are. Reception staff should ask to see this ID when they first arrive on site.

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

Staff and pupils will 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.

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

Pupils, staff, parents and carers 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 Academy 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 Local Authority Designated Officer (LADO) for advice.

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

Any visitor to the Academy site who is not wearing an identity badge should be challenged politely by staff, often this can be best managed by pointing out to the visitors that they are not wearing the appropriate badge and offering to help them to make these arrangements. Any visitor who is noted by staff as not wearing a badge must be escorted to reception to sign in on the InVentry Visitor / Reception System and be issued with an identity badge.

Failure to comply with this procedure will result in them being asked to leave the site and the Headteacher or other senior leader informed. In extreme circumstances or if the person refuses to leave, the police could be called.

The Academy Business Continuity Plan includes 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/school-emergency-planning>

## **8. Monitoring and Evaluation**

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

## **9. Linked policies**

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

- Child Protection Policy
- Safer Recruitment Policy
- School Employee Code of Conduct – including Whistle Blowing information.
- Health and Safety Policy
- Nottinghamshire Safeguarding Children Board: Managing allegations procedures link:

[http://nottinghamshirescb.proceduresonline.com/p\\_alleg\\_against\\_staff.html](http://nottinghamshirescb.proceduresonline.com/p_alleg_against_staff.html)

- DfE Keeping Children Safe in Education part four: Allegations of abuse made against teachers and other staff
- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2009 – Guidance for Schools
- Academy Business Continuity Plan

## **10. Review of guidance**

The guidance will be reviewed by SLT and the Headteacher to reflect any revisions to national or local guidance or as a result of any lessons learned.