THE WHITE HILLS PARK TRUST

Visitors and Visiting Speakers Policy

Scope:	**Applicable to all Trust Schools**
Review date:	**Spring term 2028**
Statutory or non-statutory:	**Statutory**
Reviewer:	**Hannah Nicol – HR Advisor**

Version Control

Version	Author	Date	Changes
0.2	Hannah Nicol/ HR Team	April 2026	In-depth review of policy – policy to apply to all schools and not to require adaptation locally. Visiting Speaker agreement added as an appendix.

Equalities

This policy will ensure equality and fairness regardless of race, sex (gender), sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age. All decisions will be taken in accordance with relevant equalities legislation.

The Trust will apply this procedure consistently and without discrimination and will make reasonable adjustments where appropriate in line with the Equality Act 2010.

Introduction

Visitors are welcome and contribute to the life and work of the school in many ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

This guidance is informed by the statutory safeguarding duties set out in *Keeping Children Safe in Education (KCSIE) 2025*, which all schools and colleges in England must follow to safeguard and promote the welfare of children.

While the procedures outlined in this document provide a consistent framework, it is essential that Headteachers, Designated Safeguarding Leads (DSLs), and senior leaders apply professional judgement when implementing them.

All staff have a responsibility to provide a safe environment in which children can learn, and visitor management must be embedded within the school's wider safeguarding policies and procedures to support that aim.

Policy Aims

It is our objective to establish a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, the Trust board, visitors and parents and conform to child protection guidelines.

Scope

This policy applies to all visitors to schools across the Trust. Staff arranging for visiting speakers to attend school must read and adhere to the visiting speaker's agreement (Appendix 1).

For guidance on Volunteers – please see the recruitment policy.

Guidance and Responsibilities

Responsibilities of Headteacher, DSL, Governing Body/ White Hills Park Trust

The Headteacher holds overall responsibility for implementing this guidance and ensuring that visitor arrangements reflect the school's safeguarding ethos. The school's Designated Safeguarding Lead (DSL) is responsible for overseeing visitor procedures, advising on risk assessments, and responding to any concerns raised about visitor conduct.

The Governing Body and Trust must ensure that robust systems are in place to monitor compliance, evaluate effectiveness, and support a whole-school approach to safeguarding. All procedures should be clearly communicated to staff and reviewed regularly to ensure they remain fit for purpose.

Types of Visitors

Schools, will routinely welcome a wide range of visitors. While the purpose of each visit may differ, safeguarding responsibilities apply equally to all. Visitors may include:

- Professional visitors - Individuals attending in connection with a child's education, health, or welfare, such as but not limited to: Social workers, educational psychologists, therapists, occupational health staff, local authority officers
- Curriculum and school related visitors - Individuals supporting learning and enrichment, procedures and learning, including but not limited to: Music tutors, Language tutors, Sports coaches, External speakers, Alternative education providers, NSPCC Staff, Early intervention officers, PCSOs etc.
  School should be aware of the content these visitors will share with pupils and ensure content aligns with curriculum, age-appropriateness and British Values.
- Contractors and maintenance staff - Those attending to carry out work on the premises, including but not limited to: Builders, IT technicians, Facilities and grounds maintenance staff
- Parents, carers, and volunteers: Individuals attending for meetings, events, or to support school activities.
  These visitors must be supervised appropriately and managed in line with safeguarding expectations.
- VIPs and high-profile guests - Visitors invited to inspire pupils or celebrate achievements, such as but not limited to: Civic leaders, Authors, Sports Personalities, Public figures, special and inspiring former pupils.

These visits must be carefully planned and risk-assessed to ensure they are safe, appropriate, and aligned with the school's safeguarding ethos

Visitors to the school will either be approved visitors or those who are invited into the school on a one off or infrequent basis (for example, visiting speakers).

Approved visitor list

Each school holds an approved visitor list for visitors who frequently visit the site to undertake work within the school (including contractors, supply staff, Trust staff, social services, nurse, etc.).

This allows such visitors to move freely around the school. Those on this list will be asked to provide a 'letter of comfort' that includes confirmation that the visitor has a current clear DBS check, and the employer has undertaken all relevant safer recruitment checks and practices before issuing the person's photo ID badge.

Visitors on the approved list must follow the same procedures on entry to and departure from the premises (i.e., come to the main reception and sign in or out). A copy of the approved visitor list is always kept behind the main reception to allow the receptionist to check the photo ID badge against the information held by the school.

Visitors who are invited into the school

Any invited visitor will be asked to bring formal identification with them at the time of their visit. All visitors must follow the process below:

- Once on site, all visitors must report to the main reception before moving about the school site – no visitor is permitted to enter the school via any other entrance under any circumstances
- At reception all visitors must state the purpose of their visit and who is expecting them on site. They should be ready to produce formal identification upon request.
- All visitors must sign the visitors record book (or online system) which is kept in reception. This record includes; visitors name, organisation (if relevant), the name of the person they are visiting, time of arrival, car registration (if the visitor is parked on site)
- All visitors are required to wear an identification badge/ sticker or lanyard. This must remain visible throughout their visit. Some visitors will also be required to wear an official identification (for example Trust staff, Ofsted inspectors)
- Upon arrival visitors will be given information about fire safety evacuation and safeguarding procedures and must read these prior to the start of their visit
- All visitors working with students will be made aware of the school's Data Protection Policy

- Visitors must comply with the Trust Code of Conduct and all other policies – schools will need to make their own local arrangements in terms of ensuring that visitors are made aware of the standards of conduct required.
- Visiting Speakers must sign the visiting speaker's agreement (appendix 1) prior to their visit.

Following this, visitors will then be escorted to their point of contact, or their point of contact will be asked to come to reception to greet them. The contact will be responsible for them whilst they are on school site. If a visitor finds themselves alone with pupils, they must immediately report to a member of staff or return to reception. This expectation should be clearly explained to all visitors.

Visitors will not be allowed to move about the site unaccompanied unless they are registered on the approved visitor list.

Expectations for Behaviour and Safeguarding Awareness

- Visitors must adhere to the school's safeguarding expectations and code of conduct.
- Any visitor who has concerns about a child must report them immediately to the Designated Safeguarding Lead (DSL).
- Visitors must not use mobile phones or take photographs unless **explicitly authorised** by the Headteacher.

Departure Procedures and Record-Keeping

- Visitors must sign out at reception, return their badge, and be seen to leave the premises.
- Reception staff should regularly monitor visitor logs to ensure compliance.
- The Headteacher, DSL, and Safeguarding Governor should review visitor procedures as part of regular safeguarding audits. Any shortfalls must be addressed as a matter of urgency to ensure children and visitors are kept safe.

Specific rules for certain types of visitors

VIPs	VIPs are individuals who, due to their public profile, professional status, or influence, may be invited to visit a school, academy, or college for a specific purpose. These visitors may include: • Members of the Royal Family or their representatives • Government ministers, MPs, or senior civil servants • Civic leaders, such as mayors or councillors • Religious leaders or representatives of faith communities • Senior executives from charitable organisations or businesses • Notable figures in sport, the arts, academia, or media • Authors, prize winners, or other inspirational guests

	VIP visits must be carefully planned in advance to ensure they are safe, appropriate, and aligned with the school's safeguarding ethos. The Headteacher must be informed of the visit and approve all arrangements. A designated member of staff should be assigned to coordinate the visit, including: • Confirming the purpose and educational value of the visit • Identifying who will escort and supervise the VIP and any entourage • Ensuring all safeguarding expectations are communicated clearly • Considering any reputational risks or sensitivities • Ensuring the visitor is never left unsupervised with pupils • Making reasonable adjustments to standard procedures where appropriate (e.g. not requiring formal ID from a member of the Royal Family, but applying all standard checks to accompanying staff) All VIPs and their representatives must be treated with courtesy, but safeguarding must remain the priority. Schools should use professional judgement to balance hospitality with the need for clear boundaries and supervision.
Local Authority Staff	Staff employed by Nottinghamshire County Council who visit schools in a professional capacity — such as social workers, SEND officers, SCIEOs, or educational psychologists — will have undergone the appropriate safer recruitment checks, including an enhanced DBS check where required. The Council provides written confirmation that these checks have been completed, and schools can download and retain this assurance letter for their Single Central Record (SCR). All Nottinghamshire County Council staff must carry and present their NCC photo identification card upon arrival. Schools should verify this ID at reception and ensure the visitor signs in using the school's visitor management system. While schools are not required to view individual DBS certificates, they must be satisfied that appropriate checks have been completed by the employing service. NCC staff should be treated in line with the school's wider visitor procedures, including supervision and safeguarding expectations.
Staff from other agencies	The same requirement as for Local Authority staff applies. If schools, have written notification from an agency confirming that all appropriate pre-employment checks have been completed — including an enhanced DBS check with barred list information — it is not necessary for the visitor to produce individual evidence of these checks before being granted unsupervised contact with children. Where such confirmation is not available, the visitor must be always supervised while on site.

Governors	Governors should follow the same procedures as other approved 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 for appointed governors.
Contractors	Where schools use contractors to provide services, safeguarding requirements must be clearly set out in the contract. Contractors engaging in regulated activity relating to children must have an enhanced DBS check with barred list information. For those not in regulated activity but who have regular contact with children, an enhanced DBS check (without barred list information) will be required. Where contact is infrequent or incidental, a basic DBS check may be appropriate. Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances. Contractors must present formal identification on arrival, and access to the site should be restricted to agreed areas. Where building work is taking place, physical separation — such as fencing off work areas — should be maintained to safeguard pupils. If an individual working at a school or college is self-employed, the school 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.
Trainee Teachers	Where trainee teachers are salaried by the school must ensure that all necessary pre-employment checks are completed, including an enhanced DBS check with barred list information. For fee-funded trainees, the initial teacher training provider is responsible for carrying out these checks. Schools must obtain written confirmation from the provider that all required checks have been completed and that the trainee is suitable to work with children. If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do, it is the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.
External Organisations	External organisations may be invited into school to support curriculum delivery, enrichment, or pastoral programmes. Before any visit takes place, schools must assess the educational value and age

	appropriateness of what is being delivered, especially where sessions involve online safety or remote teaching. Written notification must be obtained confirming that all relevant safeguarding checks have been completed, including an enhanced DBS check with barred list information where required. This assurance should be reviewed annually for regular visitors. Risk assessments must be completed in advance and should reflect the nature of the visit, the level of contact with pupils, and any safeguarding risks. Schools must be satisfied that the organisation is suitable and that staff will not have unsupervised contact with pupils unless appropriate checks have been confirmed. Schools should refer to statutory guidance in *KCSIE 2025*, particularly paragraphs 132 and 150, which outline expectations for reviewing online safety provision delivered by external visitors. The UKCIS guidance *Using External Expertise to Enhance Online Safety Education* provides further support in ensuring sessions are safe, impactful, and age appropriate.
OFSTED	All OFSTED staff, including additional inspectors, have provided the school with written confirmation that staff who visit schools have an Enhanced DBS check with barred list information. Schools can regard this note as written notification that OFSTED have been subject to the relevant checks, and this is confirmed with the Trust.

Exceptions to the above procedure

Parents and relatives	Schools should not request DBS checks, barred list checks or ask to see existing DBS certificates for parents and relatives attending events like sports days, assemblies, shows, productions. Parents and relatives should be informed about the school's stance on recording images and videos on personal devices when coming to these events. Parents and relatives also do not need checks for attending open days, parents' evenings or meetings relating to pupils' education. Headteachers and principals should use their professional judgment about the need to escort or supervise such visitors.

Childcare Disqualification Regulations

Under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, certain individuals who work in or support early years and childcare provision may be subject to additional safeguarding checks. This section outlines which types of visitors are covered by the legislation, and which are not.

Visitors <u>Not Covered</u> by the Legislation	**Visitors <u>covered</u> by the Legislation**
The following groups are not covered by the Childcare Disqualification Regulations, as they are not directly involved in providing childcare: • Caretakers, cleaners, drivers, transport escorts, catering staff, catering and cleaning managers, office staff, and DSO staff not employed to provide childcare. • Health professionals, including school nurses, speech and language therapists, and educational psychologists. • School governors, unless they regularly volunteer in childcare settings or are directly involved in managing such provision. • OFSTED inspectors — while not specifically referenced in the statutory guidance, OFSTED has confirmed to the school that inspectors are not covered by the legislation.	The following groups are covered by the Childcare Disqualification Regulations and must meet the requirements set out in the statutory guidance: • Peripatetic teachers and special needs teachers working in reception classes or with children under eight. • Agency or third-party staff contracted to work in relevant childcare settings. • Self-employed contractors providing childcare services. • Trainee and student teachers working in early years or childcare provision — the training provider must confirm compliance. • Volunteers and casual workers (including those on work experience) who regularly work in childcare or are involved in its day-to-day management, whether supervised or not.

Schools must ensure that appropriate checks are in place for any visitor who falls within the scope of the legislation.

<u>Raising awareness of visitor safety with Children</u>

Pupils should be reminded regularly that they must always remain with a member of staff regardless of who visits the premises. They should not leave a supervised area or wander off, even during events or assemblies. Staff should also ensure pupils are aware of any specific instructions or safety measures identified in the risk assessment for the visit, including where they can go, who they should speak to, and what to do if they feel unsafe or unsure.

<u>Concerns related to a visitor</u>

Reporting Concerns

All staff, pupils, and parents must know how to raise concerns about a visitor's behaviour or suitability. Any concern, no matter how small, should be reported immediately to the **Designated Safeguarding Lead (DSL)** or, if they are unavailable, the **Headteacher**. Concerns should never be ignored or assumed to be someone else's responsibility.

Role of DSL and Headteacher

- The DSL will assess the concern, record it in line with the school's safeguarding procedures, and decide on the appropriate next steps.
- The Headteacher will support the DSL in managing the situation and ensure that safeguarding remains the priority.
- If the concern relates to a possible safeguarding risk, the visitor should be removed from contact with pupils while the matter is reviewed.

Escalation

If the concern indicates that a child has been harmed or is at risk of harm:

- The DSL must seek advice from the **Trust Safeguarding Lead** and if required from the **Chief Operating Officer** or **Safeguarding Children in Education Officer (SCIEO)**.
- If the concern involves an allegation against an adult working with children, the DSL must contact the **Local Authority Designated Officer (LADO)** without delay.
- All actions must follow the statutory guidance in *Keeping Children Safe in Education (KCSIE) Part Four* and the school's child protection policy.

Unknown, Uninvited or Malicious Visitors

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 in using the visitors book or electronic system 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 should use the advice and procedures described within:

NCC and Police 'School Safe Alert Protocol', revised October 2023, can be found on the NSCP website: 9 https://nscp.nottinghamshire.gov.uk/media/24abjxvw/school-safe-alert-guidance-finaloctober-2023.pdf

Schools' Emergency Plans should include arrangements for responding to 'intruders' and 'lockdown arrangements' in the event of a 'malicious visitor.'

Monitoring and Evaluation

Schools should monitor and evaluate the implementation of this policy and effectiveness on a regular basis. Any feedback should be passed to HR or to the Trust DSL.

Linked policies, legislation, guidance and resources

Linked Policies

This guidance should be read and implemented in conjunction with other relevant policies:

- Whole School Safeguarding policy

- Staff Code of Conduct
- Behaviour Policy
- Health and Safety Policy
- Whistle Blowing Policy
- Safer Recruitment Policy
- Data Protection and GDPR Policy
- Any other relevant school policy

Legislation

This guidance should be read and implemented in adherence to relevant legislation:

- Education Act 2002 (Section 175) – Duty to safeguard and promote the welfare of children.
- Children Act 1989 & 2004 – Core child protection duties.
- Childcare (Disqualification) Regulations 2018 – Additional checks for early years and childcare roles.
- Health and Safety at Work Act 1974 – Duty to ensure safety of staff, pupils, and visitors.
- Data Protection Act 2018 / UK GDPR – Handling visitor information securely.
- Counter-Terrorism and Security Act 2015 (Prevent Duty) – Vetting external speakers to prevent radicalisation.

Statutory Guidance

This guidance should be read and implemented in adherence to relevant statutory guidance:

- Keeping Children Safe in Education (KCSIE) 2025 – Visitor checks, supervision, and managing allegations.
- Working Together to Safeguard Children (2023) – multi-agency safeguarding responsibilities.
- Early Years Foundation Stage (EYFS) Framework – For visitors in early years settings.

Appendices

Appendix 1 – Visiting Speakers Agreement