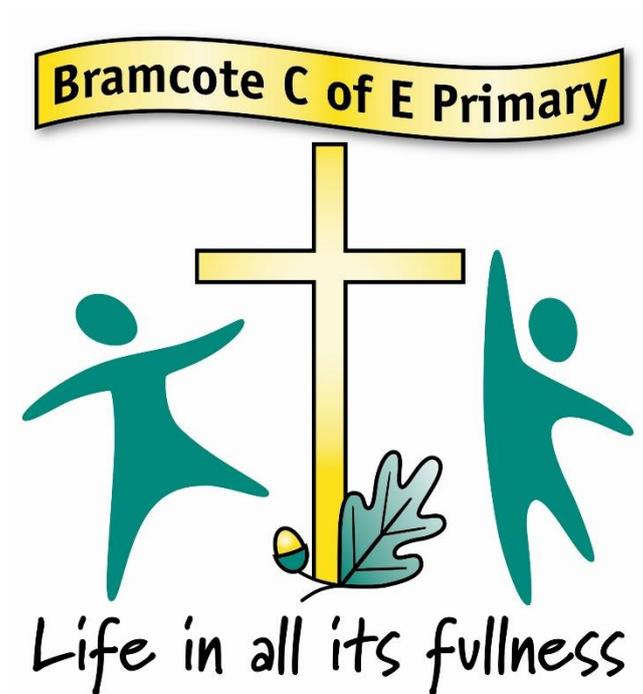


# BRAMCOTE C OF E PRIMARY SCHOOL



## GUIDANCE ON VISITORS & VIPS TO SCHOOLS

November 2019

## Amendments to Guidance on Visitors and VIP to School Policy

November 2019	<p><b>Page 3: 3. Procedures for ALL visitors</b></p> <p><b>Bullet Point 4: Changes to sentence</b> -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.</p> <p><b>To now read:</b> All visitors will be asked to sign in via our electronic sign in system. (If the visitor is part of a large group of visitors a separate register may be utilised).</p> <p><b>Bullet Point 5: Amendments to sentence</b>- A visitor's badge will be given and should be worn and displayed prominently and at all times whilst on school premises.</p> <p><b>To now read:</b> A visitor's badge will be issued and should be worn and displayed prominently and at all times whilst on school premises.</p> <p><b>Bullet Point 5: Additional sentence</b> – School Governors have photographic ID badges which should be worn and displayed prominently and at all times whilst on school premises.</p> <p><b>Bullet Point 6: Amendments to the sentence to read</b>- On arrival visitors will be made aware of evacuation/fire procedures in the event of an emergency. It will be the responsibility of the school to ensure that visitors vacate the building. The visitors register is taken out during roll call to ensure all persons are accounted for.</p> <p><b>Bullet Point 11: Amendments to sentence</b> - 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.</p> <p><b>To now read:</b> On departing the school, visitors should leave via reception, sign out of the building, by signing out using the electronic system and presenting the QR Code to the reader on screen, this will sign them out and then they should leave the premises. School staff (e.g teacher, TA, Office staff) should check the visitor has left the building. Office staff should check 'in – out' records regularly to monitor compliance with these procedures.</p> <p><b>Page 6: 4.6 Governors</b></p> <p><b>Amendments to sentence</b> - from Governors have their own sign in book to Governors have been set up on our electronic register system will enter and exit in the same way as school staff.</p> <p><b>Page 8 Linked Policies:</b> Updated with new links</p>
---------------	--

## **1. Introduction**

At Bramcote C of E Primary School we welcome visits from parents, carers and other visitors. This guidance is intended to help us to manage visitors in a way that ensures the safety of children and adults at our school. The responsibility for this lies with the Head teacher, senior leadership team and the governing body.

## **2. Guidance and Responsibilities**

The Head teacher 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.

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 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, 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 ie parents, parent helpers, 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 head teacher 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 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 via our electronic sign in system. (If the visitor is part of a large group of visitors a separate register may be utilised).
- A visitor's badge will be issued and should be worn and displayed prominently and at all times whilst on school premises. School Governors have photographic ID badges which should be worn and displayed prominently and at all times whilst on school premises.
- On arrival visitors will be made aware of evacuation/fire procedures in the event of an emergency. It will be the responsibility of the school to ensure that visitors vacate the building. The visitors register is taken out during roll call to ensure all persons are accounted for.

- 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.
- Visitors who are likely to have access to ICT or internet are made aware of our acceptable internet user policy.
- On departing the school, visitors should leave via reception, sign out of the building, by signing out using the electronic system and presenting the QR Code to the reader on screen, this will sign them out and then they should leave the premises. School staff (e.g HT, teachers, TAs, Office staff) should check the visitor has left the building. Office staff should check 'in – out' records regularly to monitor compliance with these procedures.

#### **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 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 regulations<sup>1</sup> In these circumstances the statutory guidance<sup>2</sup> says:

‘Schools and colleges must obtain written notification from any agency, or third party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.’

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.

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

The same requirement as in 4.2 applies. If schools 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<sup>3</sup> 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.

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.

---

<sup>1</sup> Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. 31 August 2018

<sup>2</sup> Keeping Children Safe in Education. September 2018.

<sup>3</sup> Keeping Children Safe in Education September 2018

#### **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.

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 in to school. Governors have been set up on our electronic register system will enter and exit in the same way as school staff. Governors are provided with their own ID badge which must be worn at all times whilst on school premises. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

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

The latest version of Keeping Children Safe in Education 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, 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)
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)

---

<sup>4</sup> Disqualification under the Childcare Act 2006. [Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, 31 August 2018.](#)

<sup>5</sup> Guidance for Schools (Revised Sept 2018) available on the Schools portal - [Disqualification under the Childcare Act 2006](#)

<sup>6</sup> Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, 31 August 2018.

*'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. 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.

## **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' 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 2019/2020 (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 schools portal](#)
- School Employee Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- [Nottinghamshire Safeguarding Children Partnership: Managing allegations procedures](#)
- KCSIE 2019 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>
- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2018 – Statutory Guidance for Schools
- [Coping with a School Emergency / School Emergency Plans](#)
- Access Policy