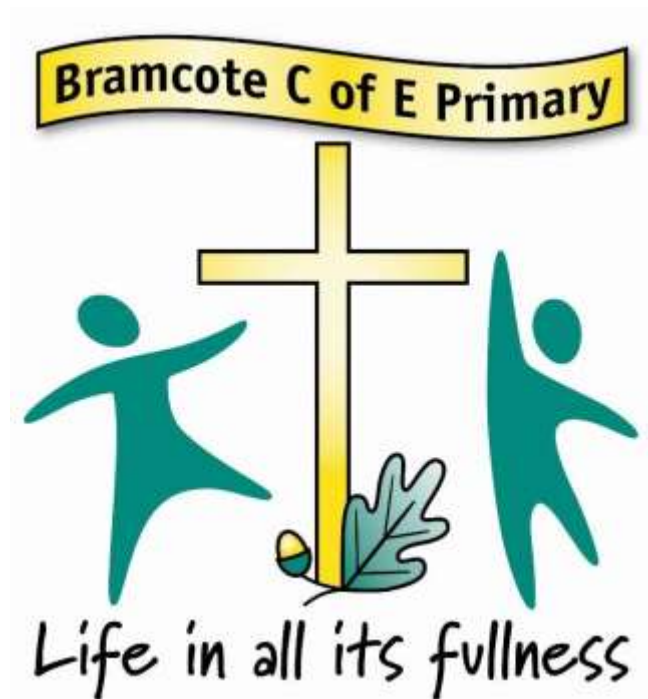


BRAMCOTE C OF E PRIMARY SCHOOL



GUIDANCE ON VISITORS & VIPS TO SCHOOLS

September 2024

Amendments to Guidance on Visitors and VIP to School Policy

November 2019	<p>Page 3: 3. Procedures for ALL visitors</p> <p>Bullet Point 4: Changes to sentence -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>To now read: 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>Bullet Point 5: Amendments to sentence- A visitor's badge will be given and should be worn and displayed prominently and at all times whilst on school premises.</p> <p>To now read: A visitor's badge will be issued and should be worn and displayed prominently and at all times whilst on school premises.</p> <p>Bullet Point 5: Additional sentence – School Governors have photographic ID badges which should be worn and displayed prominently and at all times whilst on school premises.</p> <p>Bullet Point 6: Amendments to the sentence to read- 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>Bullet Point 11: Amendments to sentence - 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>To now read: 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>Page 6: 4.6 Governors</p> <p>Amendments to sentence - 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>Page 8 Linked Policies: Updated with new links</p>
November 2021	<p>Page 4 – Changes to introduction to ensure awareness that other school policies are in place to demonstrate responsibility to KCSiE 2021.</p> <p>Page 4 –Types of visitor –additional bullet point - 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, Early Intervention Officer etc</p> <p>Page 6 4.2– Nottinghamshire County Council Staff – Additional Paragraph 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).</p>

	<p>Page 7 – 4. 6 Governors – Final sentence changed to read;<i>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.</i></p> <p>Page 7 - 4.7 Parents and relatives – Paragraph updated to read; <i>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.</i></p> <p>P9 - 7. Concerns related to a visitor - Updated Paragraphs <i>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.</i> <i>Further details can be found in Part Four Section One and Two of KCSiE 2021.</i></p> <p><i>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).</i></p> <p>P9 - 8. Unknown, uninvited or malicious visitors to the school – Updated section <i>Schools, academies and colleges should use the advice and procedures described within:</i></p> <ul style="list-style-type: none"> • <i>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:</i> https://www.nottinghamshire.gov.uk/media/1732518/school-safe-alert-guidance.pdf • <i>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:</i> http://www.nottinghamshire.gov.uk/learning/schools/information-for-schools/schoolemergency-planning/
September 2023	<p>Page 4: 3. Procedures for all visitors Bullet point 6 – additional sentence - <i>This includes taking a photograph which is held on the system until their departure.</i> Bullet point 14 – addition to sentence - <i>and if applicable will be given the guest wifi code.</i></p> <p>Page 10: 10. Linked Policies – Updated to 2023-24 policies and guidance via the Nottinghamshire Schools portal.</p>
September 2024	<p>P4&5 Procedures for all visitors bullet point 15 - Removed text due to updating the electronic sign in system- and presenting the QR Code to the reader on screen, this will sign them out and then they should leave the premises. NEW bullet point 16 – regarding monitoring & compliance.</p> <p>P6 4.4 Contractors – Updated guidance in line with KCSiE 2024</p> <p>P7 NEW Additional subheading 4.6 -External Organisations</p> <p>P8 Parents and Relatives – Updated in line with KCSiE 2024</p> <p>P10 Unknown, uninvited or malicious visitors to the school New bullet point 2 – Operations Striver</p>

1. Introduction

At Bramcote C of E Primary School we welcome and value visits from parents, carers and other visitors into school and we have in place a range of policies and procedures to ensure this can be done in a safe way in order to safeguard and protect the children in our care. The responsibility for this lies with the Head teacher, senior leadership team and the governing body and should any concerns or incidents of inappropriate actions or threats arise these will be dealt with quickly within a timely manner by the Headteacher or Deputy Headteacher in the absence of the Headteacher.

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 employees of Nottinghamshire County Council Children and Family Services such as social workers, SCIEO, educational psychologist, SEND officers, NCC HR 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 ie 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, Early Intervention Officer's and councilors.

Visits should be planned to ensure they run smoothly considering 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

At Bramcote C of E Primary School we require the following procedures to be followed;

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to the school 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 if requested.
- 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 sticker 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 and if applicable will be given the guest wifi code.
- On departing the school, visitors should leave via reception, sign out of the building, by signing out using the electronic system. 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.
- The Head teacher or Designated Safeguarding Leads (DSLs) 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 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 King 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 regulations¹ In these circumstances the statutory guidance² 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 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.

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 for schools to download and retain with their Single Central Record (SCR).

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 guidance in KCSiE 24, from paragraph 296 states:

Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.

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 relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's 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. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would 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.

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 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. This is likely to require building projects maintaining 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. 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.

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 External organisations

School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, 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. Please note the statutory guidance in KCSiE 24 paragraphs 132, 150, which details guidance for reviewing online safety provision by external visitors.

Note: The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors, see link [Using external expertise to enhance online safety education: Guidance for education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/using-external-expertise-to-enhance-online-safety-education)

Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children's education, careful consideration should be given to the suitability of any external organisations.

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 and carry out appropriate risk assessments in line with KCSiE 24 in paragraphs 292 to 295.

School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered, especially when online safety sessions or online teaching by external visitors including whether relevant checks being required.

4.7 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 a barred list check in addition to the enhanced DBS check that is a requirement of appointment for governors.

4.8 Parents and relatives

DfE KCSiE 2024 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.*

4.9 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 six or with the out-of-school care of children under eight. The implications of these regulations are set out in revised statutory guidance⁴. Nottinghamshire County Council has also issued guidance to schools⁵.

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 Guidance⁶)
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.

5.2 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).

*'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 2024.

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 October 2023, can be found in the Safeguarding section of the Schools Portal and the NSCP website:
www.nottinghamshire.gov.uk/nscp
- Operations Striver – Information Sharing Protocol involving a network of multi-agency professionals who can share low-level, non-emergency intelligence/information with the police, see link [concernsnetworkintelligencesharingform.docx \(live.com\)](#)
- 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: <https://www.nottinghamshire.gov.uk/planning-and-environment/emergencies-and-disruption/school-emergencies>

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 2023/2024 (NCC and NSCP policy template is available in

- Whole School Child Protection Policy 2024/2025 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 2024 Part Four: Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors has two sections covering the two levels of allegation/concern: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

KCSIE 24 Part Four: Allegations made against/Concerns raised in relation to teachers, has two

sections covering the two levels of allegation/concern:

Section 1. Allegations that may meet the harms threshold.

Section 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 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.