

# VISITORS POLICY

Name of School:	Winthorpe Primary School
Date of Policy:	January 2023
Responsibility of:	Governors
Review Date:	January 2026
Based on:	Nottinghamshire CC, Guidance on Visitors, September 2021



## 1. Introduction

This policy lays out guidance for all visitors to Winthorpe Primary School. It intends to enable the school to manage visitors in a way that ensures the safety of children and adults on the school site. The responsibility for this lies with the Headteacher 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 school. The Headteacher is responsible for ensuring that the day to day arrangements are understood by all staff.

All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school.

## 3. 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 i.e. social workers, educational psychologist, SEND officers, Officers from the Fair Access team, TETC team targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Students on work experience or teacher training placements.
- 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 who are well known to the school i.e. 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. Wherever possible the Head teacher 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 the visitors' record book,
- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's lanyard should be worn and displayed prominently.
- A visitors should read the visitors information leaflet; Appendix i.
- 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 lanyard and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.
- The Head teacher or Designated Safeguarding Lead (DSL) along with the nominated Safeguarding Governor will 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 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 (Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. 31 August 2018).

In these circumstances the statutory guidance 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 ‘Keeping Children Safe in Education’ 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 of 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 guidance 'Keeping Children Safe in Education' 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 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 in to school. If they are to have unsupervised contact with children they will require the appropriate DBS checks with barred list.

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

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

Nottinghamshire County Council has also issued guidance to schools (Guidance for Schools - revised Sept 2018 - available on the Schools portal - [Disqualification under the Childcare Act 2006](#))

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

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:**

1. 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.

2. 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)
3. Self-employed contractors employed to work in childcare provision (Statutory Guidance)
4. Trainee and student teachers. Again the teacher training provider must confirm that they comply with the legislation. (Statutory Guidance)
5. Volunteers and casual workers who work in childcare. (Statutory Guidance)

*'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 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.

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:

## **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 2022/23
- HR Safer Recruitment Guidance
- School Employee Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- Nottinghamshire Safeguarding Children Partnership: Managing allegations procedures
- KCSiE 2022 Part three: Safer Recruitment and Part Four: Allegations of abuse made against teachers and other staff

KCSiE 2022 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
- School Emergency Plan
- 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.





## Welcome to Winthorpe

We hope that your visit is an enjoyable experience. We recognise and promote our responsibilities for safeguarding and health and safety. We hope this leaflet will provide you with some useful advice when visiting our school.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the headteacher, Mr Rob Cook,

## Visitor Arrival Information

On arrival, please ensure that you sign in at reception and collect a red visitor's lanyard. It is imperative that you wear the badge at all times during your visit to our school and it is visible. All staff in school will either be wearing a lanyard or wearing school branded PE kit. Please also ensure that you sign out when exiting the school site and hand the visitor's lanyard back to reception.

In accordance with current safeguarding guidelines, visitors who are not enhanced DBS checked will be escorted at all times. We appreciate your understanding of this protocol. If you are a regular visitor to school, we should hold details of your DBS check and you will not need to be escorted around school.

## Safeguarding

At our school we consider the safeguarding of our children to be of paramount importance. Therefore, everyone on our site must be responsible for safeguarding and protecting children, and aware of our procedures.

If you have a safeguarding or child protection concern about a child, please discuss your concerns with the DSL Mr Rob Cook or with the deputy DSL Mrs Sally Edmonds as soon as possible.

If you have a concern about a member of staff, discuss your concerns with the headteacher Mr Rob Cook. If you have a concern about the headteacher, discuss them with the chair of governors Mr Gary Lambert contact via Deputy DSL, Mrs Sally Edmonds.

## Dealing with a Disclosure

Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are pinned on the staffroom noticeboard or available from the safeguarding lead.

This form must be signed and dated, then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.

## Appropriate Behaviour

As a visitor please remember we expect you to:

- behave appropriately and use suitable language
- avoid physical contact with a child
- never exchange personal contact details with a child or arrange to meet them outside of the school environment
- never use a personal camera, including mobile phone cameras, to take photographs without prior permission being given

## Fire and Evacuation Procedures

If the alarm sounds, you should take yourself and any children for whom you are directly responsible for at the time of alarm, out on to playground and line up as if it was the end of a playtime. Please do this as quickly and as safely as possible. If the playground is compromised by the fire, please congregate on the school field along the back fence.

If you hear a continuous whistle, it's our lockdown signal. Please follow all other staff and children to Class 1 and await further instructions.

## Incidents and Accidents

In the event of an incident or accident contact a member of staff immediately.  
If injured seek the assistance of a First Aider, via a member of staff.

You must also report to Mr Rob Cook any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved.

## Other General Information

**Smoke Free policy** – our school operates a no-smoking policy throughout the entire site.

**Visitor toilets** – are located at the front of the school where you entered the school.

**Tea/Coffee** etc is available in the staffroom kitchen – please either help yourself or ask staff for assistance

**Access to the internet** – all users of our school's systems and wi-fi must comply with the acceptable use policy. Please ask a member of staff for the Winthorpe-Guest-Wi-Fi password if required.

**Parking** - please avoid driving into the school car park between 8.35 – 8.50am and 3.15 and 3.30pm if possible.

Contacts:

Designated Safeguarding Lead

**Mr Rob Cook**

[head@winthorpe.notts.sch.uk](mailto:head@winthorpe.notts.sch.uk)

Deputy Designated Safeguarding Lead

**Mrs Sally Edmonds**

[sedmonds@winthorpe.notts.sch.uk](mailto:sedmonds@winthorpe.notts.sch.uk)

Chair of Governors

**Mr Gary Lambert**

[gary@gilambert.com](mailto:gary@gilambert.com)

Governor with responsibility for Safeguarding

**Mrs Louise Blyth**



**WINTHORPE  
PRIMARY SCHOOL**

*learning together - growing together*

## Visitor Information Leaflet

[www.winthorpe.notts.sch.uk](http://www.winthorpe.notts.sch.uk)

[school.office@winthorpe.notts.sch.uk](mailto:school.office@winthorpe.notts.sch.uk)

01636 680060