Willow Farm Primary School

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Policy

Visitors to School Policy

Date of next review: Autumn 2028

Signed: _____ Date: _____

Contents

1 Introduction 3
2 Guidance and Responsibilities 3
3 Types of Visitor 3
4 Procedures for ALL Visitors 4
5 Special Categories of Visitor 5
5.1 VIPs 5
5.2 Important Considerations for VIP Visits 5
5.3 Nottinghamshire County Council Staff 5
5.4 Staff from Other Agencies 6
5.5 Trainee Teachers 8
5.6 Governors 8
5.7 Parents / Carers / Carers and Relatives 9
5.8 Ofsted 9
6 Implications of the Childcare (Disqualification) Regulations 2009 for Visitors 9
6.1 Visitors NOT covered by the Childcare (Disqualification) 10
Regulations 2009 10
6.2 Visitors who ARE covered by the Childcare (Disqualification) ... 10
Regulations 2009 10
7 Raising Awareness of Visitor Safety with Children 11
8 Concerns Related to a Visitor 11
9 Unknown, Uninvited or Malicious Visitors to the School 12
10 Monitoring and Evaluation 12
11 Linked Policies 12
12 Equality, Diversity and Inclusion 13
13 Policy Review 13

1 Introduction

This guidance is intended to help schools 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, senior leadership team and the Governing Body.

2 Guidance and Responsibilities

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the 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.

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, e.g. 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 and sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment (e.g. builders, contractors, maintenance staff or IT workers)
- VIPs
- Other legitimate visitors (e.g. parents/ carers, 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 Headteacher or Senior Leadership Team should be aware of visits in advance.

4 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 or equivalent such as an electronic recording system which may include a photograph of the visitor being taken
- A visitor's badge should be worn and displayed prominently
- 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 and 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 safeguarding and identity checks)
- On departing the school, visitors should leave via reception, sign out of the building and return their visitor badge
- School office staff should check the 'in – out' records regularly to monitor compliance with these procedures.

5 Special Categories of Visitor

5.1 VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment. These include:

- Government (Members of Parliament, including government ministers and politicians)
- Royalty and royal representatives
- Chairpersons/ Chief Executives Officers of major companies and organisations
- 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

5.2 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.

5.3 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.[1]

In these circumstances the statutory guidance[2] 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 Nottinghamshire County Council. All Nottinghamshire County Council staff visiting schools carry photo identification.

5.4 Staff from Other Agencies

The same requirement as in 5.3 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.

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[1] Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. DfE February 2015

[2] Keeping Children Safe in Education. DfE 2016

4.4 Contractors

The statutory guidance says:[2]

> *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 a contractor 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.

5.5 Trainee Teachers

The statutory guidance[3] 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 should obtain written confirmation from the training provider that these checks have been carried out 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.

5.6 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.

[3] Keeping Children Safe in Education. DfE 2016

5.7 Parents / Carers / Carers and Relatives

Keeping Children Safe in Education (DfE, 2016) says 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 Headteachers should use their professional judgment about the need to escort or supervise visitors.

5.8 Ofsted

Ofsted have provided Nottinghamshire County Council 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?1=additional+inspectors

Schools can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as Nottinghamshire County Council holds the 'written notification' from Ofsted.

6 Implications of the Childcare (Disqualification) Regulations 2009 for Visitors

The Childcare (Disqualification) Regulations 2009 introduced additional requirements for staff who are involved with the education or care of children under 6 years of age. or with the out-of-school care of children under 8 years of age. The implications of these regulations are set out in new statutory guidance[4]. Nottinghamshire County Council has also issued guidance to schools[5].

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[4] Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, February 2015. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/409361/disqual_stat-guidance_Feb_15.pdf

[5] Disqualification under the Childcare Act 2006 ;Childcare (Disqualification) Regulations 2009 –
Guidance for Schools (Revised 9.3.15) available on WIRED
Disqualification under the Childcare Act 2006

6.1 Visitors NOT covered by the Childcare (Disqualification) Regulations 2009

- Caretakers, cleaners, drivers, transport escorts, catering staff, catering and cleaning managers, office staff, DSO catering and cleaning staff who are not employed to directly provide childcare (Statutory Guidance Para 9)

- 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 Para 10)

- 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 dayto-day management of such provision (Statutory Guidance Para 16)

- Ofsted Inspectors

  While not specifically referred to in the statutory guidance, Ofsted have informed Nottinghamshire County Council that in their view Ofsted inspectors are not covered by the requirements of the Childcare (Disqualification) Regulations 2009.

6.2 Visitors who ARE covered by the Childcare (Disqualification) Regulations 2009

- Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8 years of age

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 Para 11)

Nottinghamshire County council can confirm that all Nottinghamshire County Council employed staff in such roles will be subject to the appropriate checks under the Childcare (Disqualification) Regulations 2009.

- 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 Para 12)
- Self-employed contractors employed to work in childcare provision (Statutory Guidance Para 13)
- Trainee and student teachers. Again the teacher training provider must confirm that they comply with the legislation (Statutory Guidance Para 14)
- Volunteers and casual workers who work in childcare *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* (Statutory Guidance Para 17)

7 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.

8 Concerns Related to a Visitor

Pupils, staff and parents / carers should be made aware of who they should report concerns to or go to for help and advice if they have

concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the Designated Person for Safeguarding.

Any issues regarding the suitability of visitors to the 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.

9 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 Headteacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police should 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-forschools/school-emergency-planning/

10 Monitoring and Evaluation

As with all policies, schools should monitor this policy and evaluate its implementation and effectiveness on a regular basis.

11 Linked Policies

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

- Whole School Child Protection Policy
- HR Safer Recruitment Guidance
- School Employee Code of Conduct.
- Healthy and Safety Policy

- Whistle Blowing Policy
- Nottinghamshire Safeguarding Children Board: Managing allegations procedures link:

  http://nottinghamshirescb.proceduresonline.com/core/p_alleg_against_staff.html
- DfE Keeping Children Safe in Education part four: Allegations of abuse made against teachers and other staff
- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2009 – Guidance for Schools
- Coping with a School Emergency / School Emergency Plans
- Access Policy

12 Equality, Diversity and Inclusion

At Willow Farm Primary School, we aim to ensure that no member of the school community experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

13 Policy Review

The guidance will be reviewed by Nottinghamshire County Council to reflect any revisions to national or local guidance or as a result of any lessons learned locally.

This policy will also be regularly reviewed by the Governing Body and updated in line with the Policy Schedule set out by Equals Trust.