

Guidance on Visitors and VIPs in School

Autumn Term 2019/2020

Using NottsCC Template
Adopted by FGPP – Spring 2021

Guidance on Visitors, including VIP's to Nottinghamshire schools¹

1. Introduction

This guidance is intended to help schools, academies and colleges manage visitors in a way that ensures the safety of children and adults whilst on the school site. The responsibility for this lies with the Head teacher, senior leadership team and the governing body or trust.

DfE Keeping Children Safe in Education 2019: The role of schools and college staff informs; ***All staff have a responsibility to provide a safe environment in which children can learn*** (KCSiE 2019-page 5 para 7).

¹The term 'schools' is used, for brevity, to refer to all types of regulated educational establishments - all schools whether maintained, non-maintained or independent schools, including academies and free schools, alternative provision academies and pupil referral units, maintained nursery schools and further education colleges and sixth-form colleges with students under 18.

We offer this guidance as a framework for schools, academies and colleges to adjust and develop to ensure it fits your learning environments profile and mirrors the individual 'safeguarding arrangements' in place. It should also be referenced within and aligned to your school, academy or college child protection policy

2. Guidance and Responsibilities

Policy statement and principles

John Clifford School is committed to safeguarding and keeping children safe in education. The staff and the governing body, take its responsibilities for safeguarding very seriously and ensure that they are up to date with training and practices within school. This commitment is fulfilled by all staff but is led by the Designated Safeguarding Lead (Janine Waring, Headteacher) and supported by the supporting team of Designated Safeguarding Leads:

- Carol Bamford (Assistant Headteacher)
- Kayley Allcoat (SENCo)
- Tanya Jacques-Tolley (Research and Development Manager)

Information is shared within the team to ensure that all DSLs are briefed on legislation and guidance and all policies are written in accordance with best practice. These policies are:

- Staff Code of Conduct
- Safer Recruitment Policy
- Complaints Policy
- Behaviour Policy
- Attendance Policy - Children Missing in Education
- Online Safety

All VIPs and Visitors are covered by these policies.

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 is 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 several 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 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 i.e. 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 etc
- Reading volunteers
- Assembly participants

Visits are planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where required, risk assessments are undertaken. The Headteacher or Senior Leadership Group are aware of visits in advance as all visitors are recorded in the school diary which can be accessed by all staff.

3. Procedures for ALL visitors

Our school, requires the following procedures to be followed:

- Wherever possible, visits to school are pre-arranged
- All visitors must buzz the front door and are not permitted to the building unsupervised
- All visitors report to a member of the School Office first and not enter any part of the school via any other entrance
- On buzzing, all visitors must explain the purpose of their visit and who has invited them. They should be ready to produce formal identification

- All Nottinghamshire County Council staff show their photo ID card
- All visitors are asked to sign the Visitors' Pod on entrance
- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's badge must 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. Visitors should not be alone with 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 children, they should report to a member of staff or the School Office. This is explained to visitors.
- On departing the school, visitors leave via the front entrance, sign out of the building, return their visitor badge and are seen to leave the premises
- School Office staff check the signing in and out' records regularly to monitor compliance with these procedures
- The Headteacher or Designated Safeguarding Lead (DSL) along with the nominated Safeguarding Governor also monitor compliance with the agreed specified visitor's policy procedures. Should any shortfalls be found these are 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 areas 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 is always 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 are 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 regulations² In these circumstances the statutory guidance³ 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

² Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. 31 August 2018

³ Keeping Children Safe in Education. September 2019.

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 as the ‘written notification’ required by the guidance.

Schools

School 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 school, has ‘written notification’ from an agency that their staff have had all the appropriate pre-employment checks that the school 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 guidance⁴ 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.

⁴ Keeping Children Safe in Education September 2019

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 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.

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.

All governors at John Clifford School have been DBS checked. They wear lanyards at all times depicting their role within school.

4.7 Parents and Relatives

DfE KCSiE 2019 Part Three page 50 para184 states: *Schools and colleges don't have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day), Headteachers and principals should use their professional judgement 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 guidance⁵. Nottinghamshire County Council has also issued guidance to schools⁶.

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 Guidance⁷).
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:

⁵Disqualification under the Childcare Act 2006. [Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, 31 August 2018.](#)

⁶ Guidance for Schools (Revised Sept 2018) available on the Schools portal - [Disqualification under the Childcare Act 2006](#)

⁷Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, 31 August 2018.

- 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 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 are 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 are 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 are 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 are 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 will 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 is challenged politely by staff and escorted to the School Office to sign the Visitor's Pod and be issued with an identity badge. Failure to comply will 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 will be called.

John Clifford School uses the advice and procedures described within:

- NCC and Police 'School Safe Alert Protocol', revised January 2019, which 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>

- The schools' Emergency Plan includes 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, John Clifford School monitors and evaluates 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
- 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