

Littleover Community School



and Sixth Form Centre

Visitors Policy

September 2025

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Link Governor	

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By:	Governing Body

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By:	Lou Jenkins/ SMT	Signed:	Lou Jenkins

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1. Policy Statement

Littleover Community School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to safeguard all students from subjection to any form of harm, abuse, nuisance or inappropriate influence.

It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

The School therefore requires that **all visitors** (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

2. Policy Responsibility

The Headteacher is the member of staff responsible for implementation, coordination and review of this policy. The Headteacher will also be responsible for liaising with the school's Site Manager, School Operations Manager, office team and safeguarding leads as appropriate. All breaches of this procedure must be reported to the Headteacher. Failure by staff members to adhere to this policy may lead to disciplinary action.

3. Policy Aims

To safeguard all children within the school's responsibility both during school hours and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Littleover Community School can learn from and enjoy curricular and extracurricular experiences in an environment where they are safe from harm.

The school also has a responsibility to protect and preserve its resources against theft, vandalism and misuse.

4. Objectives

- To have in place a clear protocol and procedure for the admittance of external visitors to the school, which is understood by all staff, governors, visitors and parents/carers and adheres to child protection and safeguarding guidelines.
- To enable the school to account and care for all visitors to the site in the event of an emergency or practice drill.



5. Where and to Whom the Policy Applies

The school is deemed to have control and responsibility for its students anywhere on the school site (i.e. within the school boundary fence), during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

Visitors are defined as all people other than staff members, governors, or parents/carers involved in the delivering or collecting of their children.

The policy applies to:

- All governors of the school.
- All external visitors entering the school site during the school day or for after school activities (including tutors, sports coaches, and topic related visitors e.g. authors, journalists, musicians and artists).
- All parents/carers and volunteers.
- Other education related personnel (local authority, supply teacher, advisors, inspectors, Ed. Psych, health professionals).
- Building & maintenance and all other independent contractors visiting the school premises.

6. Protocol and Procedures

6.1 Visitors Invited to the school:

All visitor's clearance on site, including parents and carers, will be determined by DBS status and purpose for visit. All visitors will be issued with either a blue (unsupervised access) or yellow lanyard (supervised access). When inviting visitors to the school the member of staff hosting the visit is responsible for ensuring the visitor is asked to bring in formal identification and relevant documentation as detailed in appendix 1.

- Members of staff arranging for and hosting visitors must inform the Headteachers' PA and school reception in advance of the date of the visit.
- On arrival all visitors must use the intercom at the school gate to identify themselves and the purpose of their visit and then report to the school reception.
 - At reception all visitors should be ready to produce their formal identification and documents, as required.
 - All visitors will be asked to sign in using the school's electronically.
 - All visitors will be required to wear a Littleover Community School visitor identification badge. The badge must remain visible throughout their visit.
- All visitors will be asked to read the appropriate safeguarding, health and safety and school information, which can be found on the back of the visitor lanyard.
 - The host member of LCS staff will be asked to come to the school reception to receive the visitor. The host will then be responsible for them while they are on site.
 - Visitors issued with a yellow lanyard must not be allowed to move about the site unaccompanied.

On departing the school, visitors should leave via the school reception and:

- Sign out.
- Return the lanyard and LCS visitor identification badge.
- Leave the site immediately.

6.2 Approved Visitor List

The School will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff, school health professionals, instrumental music teachers, police and social care).

6.3 Professional Visitors to Schools by staff from the Key Safeguarding Partnership Agencies

Police and members of the social care teams actively investigating a safeguarding concern may need to attend school without notice and should be facilitated in liaison with the Designated Safeguarding Lead. Upon arrival the professional visitor should show their professional ID and will not be required to show a DBS. If in doubt staff should make efforts to verify their identity by calling 101 for the police or for children's social care ringing 01332 641172. For more information please refer Appendix 3.

6.4 Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an LCS visitor badge should be challenged politely and escorted to reception where their credentials will be checked. The procedures under "Visitors to the School" above will then apply.

In the event that the visitor refuses to comply with providing proof of LCS visitor badge and reason for visit, reception and a member of SMT must be informed urgently. The visitor should not be left unaccompanied until they have been officially verified.

Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school. If an unidentified visitor challenges this right, the police will be called.

6.5 Governors and Volunteers

All volunteers, including governors, must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form via the Head Teacher's Personal Assistant, who is responsible for DBS forms/checks, before engaging in any school role.

All volunteers should sign in and out at reception as detailed above. New governors will be made aware of this policy and become familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

6.6 Buildings and Maintenance Contractors

Contractors follow the procedures as set out in 6.1 and appendix 1.

All contractor visits will ideally be booked for when the Site Manager is onsite unless it is an emergency, in which case the Site Manager and School Operations Manager will be informed.

6.7 Parent/Carer Visits at School Events

When there is a planned school event (eg, Parents/Open Evening, concert, art showcase) school staff will be available to steward parent/carers around the school and to undertake all reasonable precautions to ensure that visitors to the school are genuine. Parents/carers are expected to report to reception to make the purpose of their visit known/ register for event.

7. Linked Policies and Documents

This policy and procedures should be read in conjunction with other related school policies, including:

- Safeguarding and Child Protection Policy
- Healthy and Safety Policy
- Fire Safety (written within the Health and Safety Policy)
- Lockdown Policy
- Keeping Children Safe in Education (latest version)
- Staff Induction Guidance

Appendix 1 - LCS Visitor Procedure and Protocol

Visitor/ Contractors booked to come into school. Will the visitor need unsupervised access whilst in school?

Yes

No

Do they have:

- An **Enhanced** DBS certificate, dated within **3 years**
- An **Enhanced** DBS certificate, older than 3 years, but registered on the update service. Consent must be obtained in order to conduct an update check prior to visit.
- A PDF letterheaded company DBS letter of assurance. This must be addressed to you directly, dated within the month of visit, states the name of who is visiting, level of DBS check and the purpose of their visit. This must be signed by a manager not the visitor themselves.
- If the visitor is from an agency that is classed as a regulated activity they will have an existing DBS i.e. social care/health/police/DCC. Visitors from these agencies must show their work ID card.

No

Inform Headteachers PA and Reception of the visitor's name, date of visit and time of arrival.

Visitors will be issued with a yellow visitor lanyard and **cannot** be left unsupervised whilst on the school premises.

Yes

The complete original copy must be requested by you, the organiser, and forwarded to Headteachers PA and the Reception team in advance of the visit. The original document must be brought with them on the first day along with photographic ID such as driving licence/ passport

Can this be provided on the day?

No

Yes

Visitors will be issued with a blue visitor lanyard.

Appendix 1 – Additional Information Visitor Procedure and Protocol

Littleover Community School gives the highest importance to the safeguarding and welfare of children. An important aspect of this is ensuring that any adult visiting the school, regardless of their role, is safe to do so and poses no risk to the school or to the child/children they are going to be working with. A copy of the school Safeguarding and Child Protection Policy is available in Main Reception or on the school website.

Definitions

Visitors are defined as all people other than staff members, governors, or parents/carers involved in the delivering or collecting of their children.

Visitors therefore can be anyone from an adult helper, member of the Local Authority, Ofsted/DfE Inspector, member of the community, supply teacher, staff members from other schools, contractor/sub-contractor, guest speaker, member of an outside agency, Ed Psych, school nurse etc.

Illness

We would ask visitors to be mindful of communicable diseases, such as Covid 19, Chicken Pox, Mumps etc, and respectfully ask that a visit is delayed and rescheduled if needed to protect the health of LCS community.

By signing into school, visitors understand and agree that Littleover Community School will keep a record of the visit for 6 years, in accordance with UK GDPR.

Appendix 2 - Pre-check List for Members of Staff Organising Visits from External Agencies

It is the responsibility of the host member of LCS staff to ensure that all points on the checklist are met when organising a visit from an external agency/company.

- Be confident that the visitor / external agency has the expertise in the subject that they are delivering and the experience and skills in delivering sessions to children and young people.
- Staff arranging speakers at the school must notify the Headteacher/Deputy Headteacher/Curriculum Co-ordinator in advance of the plans and must send the link to the visitor form to their visitor, on the MyLCS homepage, at least 7 days prior to the visit, so that the appropriate checks are carried out prior to their visit and to ensure messages delivered are appropriate and align with the stated values of the school.
- Agree in advance for details of what the content of the talk/lesson will be.
- Before the visit, discuss with the visitor how the session fits in with the school's programme, scheme of work, values and ethos.
- Discuss and agree aims of session, professional boundaries, including responsibility for classroom discipline and fees, if applicable, before the session.
- Inform the visitor of: number, age and gender ratio of students' background, ethnicity and culture of students, special educational needs (if applicable).
- Provide access to relevant school policies e.g. SRE, Drugs Educations, and risk assessments, as appropriate.
- Inform relevant people of the presence/remit of the visitor e.g. reception, site team
- Inform students in advance of the activity.
- Provide the visitor with a named contact.
- Organise meet and greet arrangements and classroom or assembly lay out.
- Ensure the relevant staff member (i.e. class teacher) is present during the session and responsible for class discipline.
- Ensure the activity meets Health and Safety guidelines.
- Ensure the visitor / external agency is thanked for their contribution and where applicable, fees are paid.
- Give students time to reflect on what they have learned.

Appendix 3



DDSCP BRIEFING NOTE

Professional visitors to schools by staff from Derby and Derbyshire agencies

National guidance in Keeping Children Safe in Education (KCSIE) highlights that schools and colleges have a pivotal role to play in multi-agency safeguarding arrangements, and that governing bodies and proprietors should ensure that the school or college contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children.

“Schools and colleges should work with local authority children’s social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

All schools and colleges should allow access for local authority children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.”¹

On occasion staff from other partner agencies may need to visit a school or college to see a child or young person. These staff are visitors to the school or college who are visiting the school in a professional capacity. They are not visitors provided by an agency or third-party staff (supply staff)².

KCSIE outlines the settings roles and responsibilities regarding professional visitors to schools and colleges:

“For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor’s employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances).”³

Professional visitors to schools and colleges include:

Staff working for services such as Derby City and Derbyshire County Council Children’s Services, (including targeted early help, family help, social workers, virtual school, educational psychology and behaviour support services), CAFCASS, Derbyshire Healthcare NHS Foundation Trust, Derbyshire Community Healthcare Services NHS Foundation Trust, other education settings and many of our commissioned voluntary sector organisations (for example Safe and Sound and CGL) should be identified as a professional visitor to the school or college.

Appropriate checks

To support schools and colleges decision making about appropriate checks regarding any professional visitor, please note that:

- The Children Act 2004 ‘**Section 11 duties**’⁴ apply to a number of named organisations and agencies. These duties incorporate having in place arrangements that reflect the importance of

safeguarding and promoting the welfare of children. The duty includes safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with children, including policies on when to obtain a criminal record check.

- Employing agencies, such as Derby City or Derbyshire County Council, Derbyshire Healthcare NHS Foundation Trust, Derbyshire Community Healthcare Services NHS Foundation Trust and commissioned voluntary sector organisations, have a duty and are responsible for safer recruitment and ongoing safe working practices, including obtaining and scrutinising DBS checks on their staff. **These checks are not the responsibility of schools or colleges.**
- Professional visitors to schools such as those listed, are staff employed in roles which are categorised as being in ‘**regulated activity with children**’. Due to regulatory requirements all staff in paid or unpaid work that involves working with children, where the work is classed as a regulated activity, **must have a DBS enhanced with a check of the children’s barred list**, as part of their safer recruitment processes.
- Employers and licensing bodies can request a DBS check and in accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are **authorised to receive it** in the course of their duties. **Schools and colleges should not ask to see DBS certificates of professional visitors to schools who are employed by other agencies.**

Professionals visiting schools and colleges

- Other than on very rare occasions staff from local authority Children’s Social Care should inform the school prior to their visit to see a child or young person. Staff from other schools and organisations should always notify the school prior to their visit. Ideally visits should be confirmed in advance via an email from their workplace email account.
- Anyone employed by an organisation to work with children and their families will have a work-based photo ID which should be shown to reception upon arrival at the setting to verify the individual. If at any stage the school or college wish to take further action to confirm the identification of the individual, a discussion should take place with their manager using the main telephone number of their organisation.
- Schools and colleges should not photocopy professional visitors work-based photo ID or any other forms of personal identification, such as driving licenses. Instead, the schools or college should log the professional visitors name, organisation, who they are visiting and time of arrival and departure.
- The professional visitor should be issued with a lanyard, badge or pass that clearly identifies them as a visitor; this should be visible at all times.

Actions for schools and colleges

All schools and colleges should have a policy and procedure which outlines how they will manage different types of visitors, including professional visitors who are employed by other agencies.

To support schools, colleges and partner agencies working together, the DDSCP recommend that the school or college visitor’s policy is consistent with this briefing note.

All staff in the school or college are supported to understand the establishments visitor’s policy and their roles and responsibilities in respect of this.



Further Advice

The East Midlands DBS Regional Outreach Adviser Lizzie Whittington has approved the content of this Briefing Note. Should you wish to clarify any DBS related queries or want to discuss any issues or barriers you may have come across, she can be contacted via 03001 052974 or Elizabeth.Whittington@dbb.gov.uk

