



THE FORGE
TRUST

Procedures for Visitors to Academies within The Forge Trust

Written by	C Braithwaite
Date for Review	November 2025
Approving Body	The Strategic Development Committee
Signed Chair of Trustees	

Procedures for Visitors to Academies within The Forge Trust

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 Principal, Senior Leadership Team and Trustees.

2. Guidance and Responsibilities

The Principal of each individual academy is 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.

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 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, 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,

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 appropriate, risk assessments should be undertaken. The Principal or appropriate member of the senior leadership team 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 LA staff and Ofsted 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.

- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's badge should be worn and displayed prominently. Green lanyards to be used for regular visitors who have been DBS checked and red for all other visitors.
- 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, in which case they will require a green lanyard).
- 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 be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.

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 eg 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 always accompanied by a member of staff.

4.2 Local Authority staff

Local Authority 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. DfE February 2015;
- Keeping Children Safe in Education. DfE April 2015.

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 the relevant Local Authority. All LA 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 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 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.

4.5 Trainee teachers

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.

4.6 Trustees/ Directors

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.

4.7 Parents and relatives

Keeping Children Safe in Education (2015) 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 head teachers should use their professional judgment about the need to escort or supervise visitors.

4.8 Ofsted

Ofsted have provided 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>

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

5.1 The following groups of people, who could be considered 'visitors' are NOT covered by the 'Childcare Disqualification' legislation:

- 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 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)
- Trustees/ Directors '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 Para 16)

- Ofsted inspectors: while not specifically referred to in the statutory guidance, Ofsted have informed have stated 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:

- 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 Para 11)

Nottinghamshire County council have confirmed that NCC employed staff in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation. Where an academy employs alternative LA Staff in a Peripatetic role, it would need to ensure confirmation had been acquired from the relevant LA.

- 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. (Statutory Guidance Para 17)
- '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 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 Principal/ Head of School. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the relevant LA Education Officer (SCIEO) for advice.

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' 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-for-schools/school-emergency-planning/>

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:

- The Forge Trust Child Protection Policy
- HR Safer Recruitment Guidance
- School Employee Code of Conduct.
- The Forge Trust Healthy and Safety Policy
- The Forge Trust Whistle Blowing Policy
- The relevant Local Authority 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

11. Review of guidance

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

Updated September 2023