

MLT Visitors to Academies Guidance

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, Designated Safeguarding Lead (DSL), Senior Leadership Team (SLT) and the Local Governance Committee.

**Single Central Record (SCR) Administrators should read this guidance alongside the MLT SCR Guidance.*

2. GUIDANCE AND RESPONSIBILITIES

The Principal, DSL, SLT 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 must be made aware of this guidance and that it applies to all visitors equally, including VIPs.

Types of Visitors

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, police, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors or 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 – attending for an event or tour of the facilities including Chief Executive or Senior Officers from other Trusts and/or organisations.
- Other legitimate visitors i.e. parents/carers, parent/carer helpers, staff from other MLT Academies¹ or school governors.

Visits must 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 must be undertaken. The Principal, DSL or Senior Leadership Team must be aware of visits in advance.

3. PROCEDURES FOR ALL VISITORS

- Wherever possible, visits to schools must be pre-arranged.
- All visitors must report to the Main Reception first and not enter the school via any other entrance.
- At the Main Reception, all visitors must explain the purpose of their visit and who has invited them. They must be ready to produce formal identification e.g. photo ID card.
- All visitors will be asked to register using the 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 and lanyard must be worn and displayed prominently. (Authorised visitors from whom safer recruitment assurances have been received can be provided with an Academy lanyard – see Appendix 1).
- Visitors must wait in the Reception area until they are met by an appropriate member of staff to be escorted to their destination.

¹ Where a member of staff from another MLT Academy visits the school and are not named on the Academy's MLT tab or Outside Agencies tabs on the SCR, they must be regarded as an unauthorised visitor).

- All visitors must wear a visitor lanyard, be accompanied by a member of staff and must not be alone with students/children unless this is a legitimate part of their role.
 - for example, a social worker seeing a child where the school has assured itself that the visitor has had the appropriate safer recruitment checks (by receiving written confirmation that the appropriate checks have been carried out by the visitor's employers – Template in Appendix 1) and checking that the person presenting themselves is the same person for whom the checks have been made.
 - Date the confirmation that was received must be recorded on the Single Central Register in line with MLT Single Central Record Guidance. If these checks are complete, the visitor will be issued with an Academy lanyard.
 - Social Workers and Police Officers visiting children under emergency conditions and where requisite confirmation of appropriate checks have not been made, must be allowed access but be accompanied by the DSL, Deputy DSL or member of SLT.
 - **Where an Enhanced DBS certificate has disclosed any potentially concerning matter or information, or any information to this effect is provided, a copy of the certificate from the agency/organisation must be obtained.**
- If visitors find they are alone with students/children, they must report to a member of staff or Reception. This must be explained to visitors.
- On departing the school, visitors must leave via Reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- School Reception staff must check the 'in – out' records regularly to monitor compliance with these procedures.

4. SPECIAL CATEGORIES OF VISITORS

VERY IMPORTANT PEOPLE (VIP)

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 must 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 must be treated in a very similar way to any other visitor but a degree of common sense must prevail e.g. it is unlikely that senior members of the Royal Family would be expected to show or wear ID. Members of their entourage though must be expected to follow normal procedures, as must other VIPs.

All VIPs and any entourage must be accompanied at all times by a member of staff.

STAFF FROM OTHER AGENCIES

Keeping Children Safe in Education states:

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“Schools and colleges must obtain written notification from any agency, or third-party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be provided education on the school or college’s behalf including through online delivery). In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

*Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college **must** obtain a copy of the certificate from the agency”.*

It is therefore crucial that any multi-agency visitor is not granted authorised, unaccompanied access to the school site if a letter of assurance from their employer has not been received and recorded on the Academy’s Single Central Record (SCR). Any multi-agency member of staff who is deemed to be an authorised visitor must be listed on the Academy’s SCR.

Visitors must also produce photo ID each time they access the school site.

PARENTS/CARERS AND RELATIVES

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, Principals must use their professional judgment about the need to escort or supervise visitors. However, sufficient staff must be present on any occasion and at all times to ensure that no child is left alone with unauthorised adults, including other students’ parents/carers.

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: [Ofsted Inspectors: lists - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/ofsted-inspectors-lists)

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. Schools must request to see individual inspectors ID badges which will include their picture and ID number; this must then be checked against the list/details provided.

POLICE

The Police do not have to notify parents/carers of their intention to question a child in school about a crime or suspected crime. However, it would be good practice for them to do so unless there is a pertinent reason. Academy staff must clarify whether parents/carers are aware, any reasons if not, and establish whether there are any reasons why the Academy must not contact parents/carers on conclusion of the meeting to advise them that this has taken place.

Where parents/carers are not present, a senior member of staff and/or Safeguarding Officer must be present in any meeting between children and Police at all times. It is worth being cognisant with recommendations and findings in the Child Q Practice Review March 2022: [Child-Q-PUBLISHED-14-March-22.pdf \(chscp.org.uk\)](https://www.chscp.org.uk/child-q-practice-review-14-march-22.pdf)

STAFF FROM OTHER MLT ACADEMIES ATTENDING LEARNING WALKS, QUADS OR SIMILAR EVENTS

The host school must collate a list of staff attending on the day. This must detail the school they are employed at, their DBS number, and email confirmation from their school confirming that all the necessary employment checks have been undertaken in line with the details referenced in the individual Academy SCR. This will need to be co-ordinated in advance so that the host school has a list on the day that ensures compliance and provides necessary assurances. Governors and Trustees attending these events must be accompanied as the majority have not necessarily undertaken all the necessary checks. Trust HR can advise if any governors have completed the full checks.

5. IMPLICATIONS OF THE CHILDCARE (DISQUALIFICATIONS) 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.

[Disqualification under the Childcare Act 2006 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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, and office staff, who are not employed to directly provide childcare.
2. School Nurses, Speech Therapists, Educational Psychologists.

*'Staff involved in any form of health care provision for a child **are specifically excluded** from the statutory definition of childcare and are therefore not covered by the legislation.'*

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.'

THE FOLLOWING GROUPS OF PEOPLE, WHO COULD BE CONSIDERED 'VISITORS' ARE COVERED BY THE 'CHILDCARE DISQUALIFICATION' LEGISLATION:

Peripatetic teachers and Special Educational 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)

6. RAISING AWARENESS OF VISITOR SAFETY WITH CHILDREN

Students must be reminded on a regular basis and especially prior to any VIP or celebrity visits, that they must remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff. They must also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

7. CONCERNS RELATED TO A VISITOR

Students, staff and parents/carers must be made aware of who they must 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 must then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the school must be noted by the designated person for safeguarding and promptly brought to the attention of the Principal. If the behaviour of a visitor causes safeguarding concerns, the designated person for safeguarding must contact the appropriate agency for advice.

8. UNKNOWN, UNINVITED OR MALICIOUS VISITORS TO THE SCHOOL

Any visitor to the school site who is not wearing an approved visitor lanyard and an identity badge, or is wearing a visitor lanyard and is unaccompanied, must be challenged politely by staff and escorted to Reception to register and be issued with an identity badge. Failure to comply must result in them being asked to leave the site and the Principal or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called, and lockdown procedures initiated.

NOTES FOR STAFF

When staff become aware that a child has an allocated case worker e.g. Social Worker, Early Help worker, School Nurse etc, then the appropriate pastoral member of staff must be made aware of the allocated workers name and place of employment so that requisite checks can be made.

Staff must also ensure that parents/carers have given permission for their child to be seen in school by the allocated worker. Exceptions to this would be Social Workers visiting children under Section 47 regulations and in some cases, the Police. However, where requisite checks have not been undertaken, a staff member must be present with this child for the duration of the visit.

Written confirmation that the appropriate checks have been carried out by the Visitor's Employers Template.

This letter can be provided to employers for return to then be filed.

Date

Dear Maltby Learning Trust

Safeguarding: Single Central Record and Safer Recruitment Checks

I write to confirm that all staff employed by 'Company Name' have undergone the following checks in line with Keeping Children Safe in Education:

- Identity, name, address and date of birth
- A TRA Prohibited List for Teachers check (where applicable)
- An Enhanced DBS Disclosure for work with children including a barred list children check
- Right to work in the UK
- Overseas checks e.g. Certificate of Good Conduct for people who have lived or worked outside the UK (where relevant)
- A check of professional qualifications (where applicable)
- A section 128 direction check (where applicable)
- Satisfactory references

We can confirm if any employee was in receipt of an enhanced DBS certificate which has disclosed any matter or information, or any information was provided, we would inform you and provide a copy of their certificate.

For organisations working with under-8s:

We can also confirm that a Childcare Disqualification (Under 8') has been completed and staff are aware that a failure to disclose any such disqualification constitutes an offence.

Additionally, all of our staff have completed the necessary safeguarding training.

Yours faithfully

Name

Position in the Company