St Wilfrid's CE Primary School

Visitors and VIP Guidance

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Next Review:	This policy will be reviewed annually, or sooner if national/local guidance change

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Section A - Introduction

This guidance is informed by the statutory safeguarding duties set out in *Keeping Children Safe in Education (KCSIE) 2026*, which comes into force on 1 September 2026. All schools and colleges in England must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children.

It applies to all education settings across Nottinghamshire, including maintained schools, academies, free schools, independent schools, colleges, pupil referral units and alternative provision.

While the procedures outlined in this document provide a consistent framework, it is essential that Headteachers, Designated Safeguarding Leads (DSLs) and senior leaders apply professional judgement when implementing them.

All staff have a responsibility to provide a safe environment in which children can learn, and visitor management must be embedded within the school's wider safeguarding policies and procedures to support that aim.

Section B - Guidance and Responsibilities

School Ethos

All schools, academies and colleges in Nottinghamshire are committed to creating a safe, welcoming and inclusive environment where children and young people feel protected, respected and able to learn. Safeguarding is a shared responsibility, and every member of staff has a duty to contribute to a culture of vigilance and care.

All staff must be made aware of this guidance and understand that it applies equally to all visitors, including VIPs. Visitor management procedures must be embedded within the school's wider safeguarding arrangements and included within the whole-school child protection policy. They should also be referenced in the school's health and safety policy and access policy.

Roles and Responsibilities

The Headteacher holds overall responsibility for implementing this guidance and ensuring that visitor arrangements reflect the school's safeguarding ethos.

The Designated Safeguarding Lead (DSL) is responsible for advising on safeguarding considerations relating to visitors and responding to any safeguarding concerns raised about a visitor's conduct. The DSL should be involved where a planned visit presents specific safeguarding considerations or where advice is required as part of the school's risk assessment.

The Governing Body or Trust must ensure that robust systems are in place to monitor compliance, evaluate effectiveness and support a whole-school approach to safeguarding.

All visitor procedures should be clearly communicated to staff and reviewed regularly to ensure that they remain effective, proportionate and consistent with current statutory guidance and local safeguarding arrangements.

Types of Visitors

Schools, academies and colleges will routinely welcome a wide range of visitors. While the purpose and nature of each visit may differ, appropriate safeguarding arrangements must be applied to all visitors.

Visitors may include:

Professional visitors: Individuals attending in connection with a child's education, health or welfare, including, but not limited to, social workers, educational psychologists, therapists and local authority officers.

Curriculum and school-related visitors: Individuals supporting learning, enrichment, school procedures or pastoral support, including, but not limited to, music tutors, language tutors, sports coaches, external speakers, alternative education providers, NSPCC staff and early intervention officers. Schools should understand in advance the content these visitors intend to share with pupils and ensure that it is educationally appropriate, age and developmentally appropriate, and consistent with the school's curriculum, safeguarding arrangements and statutory duties, including the Prevent duty and the promotion of fundamental British values.

Contractors and maintenance staff: Individuals attending to carry out work on the premises, including, but not limited to, builders, IT technicians, and facilities and grounds maintenance staff.

Parents, carers and volunteers: Individuals attending meetings or events, or supporting school activities. Parents and carers attending as visitors must be managed in accordance with the nature and purpose of their visit. For volunteers, schools must determine the appropriate safeguarding checks by considering the activity they will undertake and whether it meets the statutory definition of regulated activity.
From 1 September 2026, a volunteer who teaches, trains, instructs, cares for or supervises children will be undertaking regulated activity where the activity is carried out on more than three days in a 30-day period or overnight, whether or not the volunteer is supervised. All volunteers undertaking regulated activity must have an enhanced DBS check with children's barred list information.

VIPs and high-profile guests: Visitors invited to inspire pupils, support learning or celebrate achievements, including, but not limited to, civic leaders, authors, sports personalities and public figures. These visits must be carefully planned and risk assessed to ensure that they are safe, appropriate and aligned with the school's safeguarding ethos.
The category or status of a visitor does not remove the need for appropriate planning, identity checks, risk assessment, access controls and supervision. The arrangements applied should be proportionate to the visitor's role, the nature and frequency of their contact with children and whether they will undertake regulated activity.

Section C - Procedures for All Visitors

All visitors to the school site must be managed in a way that prioritises the safety of children and supports the school's safeguarding arrangements. The following procedures must be followed consistently:

Pre-arrangement and Notification

- Wherever possible, visits should be arranged in advance and approved by a member of the senior leadership team.
- Staff should notify the Headteacher or other designated senior leader of any planned visitor, including the purpose of the visit and any relevant safeguarding considerations.
- Where appropriate, the school should establish in advance the visitor's identity, role, employer or organisation, proposed activities, level of contact with children and whether any safeguarding checks or written assurances are required.
- Where a visit presents specific safeguarding considerations, these should be discussed with the DSL and addressed through an appropriate risk assessment.

- Where the visitor will deliver content to pupils, the school should review the intended content and resources in advance to ensure that they are age and developmentally appropriate and consistent with the school's curriculum, safeguarding arrangements and statutory duties.

Reception Protocols

- All visitors must report to the main reception and must not enter the site through any other entrance unless alternative arrangements have been agreed in advance.
- At reception, visitors must explain the purpose of their visit and identify the person who invited them or whom they are meeting.
- Visitors must provide appropriate formal identification. Nottinghamshire County Council staff must present their NCC photo identification card.
- Reception staff must verify, where applicable, that the visit has been arranged and that any required safeguarding assurance has been received.
- All visitors must sign in using the school's visitor management system which includes a photograph being taken or manual visitor log when needed.
- If visitors are attending as part of a large group, a separate register may be used, provided the school maintains an accurate record of everyone on site.
- A visitor badge must be issued and worn visibly while on the school site.
- Any visitor whose identity, purpose or arrangements cannot be verified must not be permitted access beyond reception until authorisation has been obtained from an appropriate member of staff.

Supervision and Access Control

- Visitors must remain within designated areas and be accompanied by a member of staff unless prior arrangements have been made and the school is satisfied that the visitor may appropriately undertake their agreed role without direct supervision.
- The level of supervision must be determined according to the purpose of the visit, the activity being undertaken, the frequency and nature of contact with children, the safeguarding checks or written assurances obtained and any risks identified.
- A DBS check does not, by itself, authorise a visitor to have unsupervised access to children. The school must be satisfied that the arrangements are appropriate and that the visitor has a legitimate reason to access children or specified areas of the site.
- Where the visitor's activity meets the statutory definition of regulated activity, the school must ensure that the appropriate checks have been completed, including an enhanced DBS check with children's barred list information.
- Children's barred list information must not be requested for a person who is not undertaking regulated activity.
- A visitor for whom the necessary checks or assurances have not been obtained must not undertake regulated activity or be left unsupervised with children.
- Supervision alone must not be used to determine whether an activity is regulated activity. The school must consider the nature and frequency of the activity against the statutory definition.

- Visitors must not enter areas of the school that are unrelated to the purpose of their visit unless authorised and accompanied.
- If a visitor unexpectedly finds themselves alone with pupils, they must immediately inform a member of staff or return to reception. This expectation should be clearly explained to visitors.

Expectations for Behaviour and Safeguarding Awareness

- Visitors must follow the school's safeguarding expectations, visitor code of conduct and any reasonable instructions given by staff.
- Visitors should be given safeguarding information that is proportionate to their role and the nature of their contact with children.
- Visitors must be informed of how to contact the DSL or a deputy and must report any concern about a child immediately.
- Visitors must maintain appropriate professional boundaries with children and must not exchange personal contact details or communicate with pupils outside the agreed purpose of the visit.
- Visitors must not use mobile phones, cameras or other personal devices to photograph, film or record children unless this has been expressly authorised in advance by the Headteacher and managed in accordance with the school's policies.
- Any authorised photography, filming, live streaming or recording must have a clear purpose and comply with the school's safeguarding, online safety and data protection arrangements.
- Visitors must not use online platforms, generative artificial intelligence tools or digital resources with pupils unless their use has been agreed in advance and assessed as safe, appropriate and suitable for the pupils involved.
- Visitors must immediately report any accident, incident, safeguarding concern or concern about the conduct of another adult to the appropriate member of staff.
- A visitor who does not comply with the school's expectations may have their visit ended and be required to leave the premises.

Departure Procedures and Record-Keeping

- Visitors must sign out at reception, return their visitor badge and be seen to leave the premises.
- The school must maintain an accurate record of visitors on site so that individuals can be accounted for in an emergency.
- Reception staff should monitor visitor records regularly to identify visitors who have not signed out or returned their badge.
- Records relating to visitor identity, attendance, safeguarding assurances and risk assessments must be stored securely and retained in accordance with the school's data protection and records management arrangements.
- Any safeguarding concern, discussion, decision or action relating to a visitor must be recorded in writing in accordance with the school's safeguarding procedures.

- The Headteacher, DSL and safeguarding governor or trustee should review visitor procedures as part of the school's safeguarding monitoring arrangements. Any shortfalls must be addressed promptly to ensure that children, staff and visitors remain safe.

Section D - Special Categories of Visitors

VIPs

VIPs are individuals who, due to their public profile, professional status or influence, may be invited to visit a school, academy or college for a specific purpose. These visitors may include:

- Members of the Royal Family or their representatives
- Government ministers, MPs or senior civil servants
- Civic leaders, such as mayors or councillors
- Religious leaders or representatives of faith communities
- Senior executives from charitable organisations or businesses
- Notable figures in sport, the arts, academia or media
- Authors, prize winners or other inspirational guests

VIP visits must be carefully planned in advance to ensure that they are safe, appropriate and aligned with the school's safeguarding ethos. The Headteacher or Principal must be informed of the visit and approve all arrangements.

A designated member of staff should be assigned to coordinate the visit, including:

- confirming the purpose and educational value of the visit
- identifying who will escort and supervise the VIP and any accompanying persons
- ensuring that safeguarding expectations are communicated clearly
- considering security, reputational risks and any relevant sensitivities
- ensuring that the VIP is not left unsupervised with pupils
- agreeing arrangements for photography, filming, media activity or the use of personal devices
- making reasonable adjustments to standard procedures where appropriate, such as not requiring formal identification from a member of the Royal Family, while applying appropriate checks to accompanying staff

All VIPs and their representatives must be treated with courtesy, but safeguarding must remain the priority. VIP status does not provide an exemption from appropriate safeguarding arrangements. Schools should use professional judgement to balance hospitality with the need for clear boundaries, access controls and supervision.

Nottinghamshire County Council Staff

Staff employed by Nottinghamshire County Council who visit schools in a professional capacity, such as social workers, SEND officers, Safeguarding Children in Education Officers or educational psychologists, will have undergone the pre-employment and safeguarding checks appropriate to their roles.

The Council provides written assurance that the relevant checks have been completed. Schools may retain this assurance as part of their safeguarding assurance records and, where applicable, on or alongside the Single Central Record.

All Nottinghamshire County Council staff must carry and present their NCC photo identification card upon arrival. Schools must verify this identification at reception and ensure that the visitor signs in using the school's visitor management system.

Schools are not required to ask to see an individual DBS certificate where they have received appropriate written assurance from the Council. However, the school must be satisfied that the visitor's identity, professional role and proposed activity correspond with the assurance provided. NCC staff must be managed in accordance with the school's wider visitor procedures. The appropriate level of access or supervision should be determined by the purpose of the visit, the nature of the professional's contact with children and any relevant safeguarding considerations.

Staff from other agencies

Schools must obtain appropriate assurance from the employing agency or organisation that the safeguarding checks required for the individual's role have been completed.

Where a visitor will undertake regulated activity, written assurance should confirm that an enhanced DBS check with children's barred list information has been obtained. Children's barred list information must not be requested where the individual is not undertaking regulated activity.

Where appropriate written assurance is available, the school should not normally need to inspect the visitor's individual DBS certificate. However, the school must check the identity of the person presenting themselves for the visit and be satisfied that they are the person to whom the assurance relates.

Where assurance of the checks required for the proposed role is not available, the visitor must not undertake regulated activity or be left unsupervised with children. The school must determine and maintain an appropriate level of supervision.

Governors

Governors must follow the school's visitor procedures when attending the school site, including signing in and wearing the appropriate identification badge.

Schools and colleges must obtain the checks required by law for governors, trustees, members of academy trusts and other individuals involved in governance. Where a governor or trustee will engage in regulated activity with children, the school or college must also obtain children's barred list information.

A governor's DBS status does not automatically permit unrestricted or unsupervised access to children. Any contact with pupils must have a legitimate purpose and be managed in accordance with the school's safeguarding arrangements.

Contractors

Where schools, academies or colleges use contractors to provide services, their safeguarding requirements should be set out clearly in the contract between the organisation and the school or college.

Contractors undertaking regulated activity relating to children will require an enhanced DBS check with children's barred list information. Contractors who are not undertaking regulated activity but whose work provides an opportunity for regular contact with children will require an enhanced DBS check without children's barred list information.

Where a contractor does not have an opportunity for regular contact with children, the school should decide whether a basic DBS check would be appropriate, taking account of the nature and location of the work and the possibility of contact with pupils.

Under no circumstances should a contractor for whom the required checks have not been obtained be permitted to undertake regulated activity or work unsupervised in circumstances where they may have access to children. The school or college is responsible for determining the appropriate level of supervision.

Contractors must present appropriate formal identification on arrival, sign in and wear a visitor badge. Their access must be restricted to the areas required for their work. Where building, maintenance or similar work is taking place, appropriate physical separation, such as fencing or secure barriers, should be maintained where necessary to safeguard pupils.
Where an individual is self-employed, the school or college should either obtain the appropriate DBS check or ask to see the certificate where the self-employed person has obtained an appropriate check through another eligible route. The school must ensure that the level of the check is appropriate for the work being undertaken.

Trainee Teachers
Where trainee teachers are salaried by the school or college, the school or college must ensure that all necessary pre-appointment checks are completed, including an enhanced DBS check with children's barred list information.
For fee-funded trainee teachers, the initial teacher training provider is responsible for carrying out the required checks. The school or college should obtain written confirmation from the provider that all relevant pre-appointment checks have been completed and that the trainee has been judged suitable to work with children.
Tutors visiting trainee teachers will not normally require a DBS check where they do not undertake regulated activity or have unsupervised contact with children. Where a tutor's proposed activity requires a DBS check, it is the responsibility of their employing institution to undertake the appropriate check and provide the school with written assurance.
All trainees and visiting tutors must follow the school's visitor, safeguarding and conduct requirements.

External Organisations
External organisations may be invited into school to support curriculum delivery, enrichment, online safety education or pastoral programmes.
Before a visit takes place, the school must assess the educational value, suitability and age and developmental appropriateness of the proposed content. The school should review the intended learning materials and delivery methods in advance, particularly where the activity addresses sensitive safeguarding matters, involves online content or uses remote technology or generative artificial intelligence.
The school must establish the role of each person attending, the nature and frequency of their contact with pupils, and whether their proposed activity constitutes regulated activity. Appropriate written assurance must be obtained from the organisation confirming that the safeguarding checks relevant to each role have been completed.
An enhanced DBS check with children's barred list information must only be obtained where the individual will undertake regulated activity. Where the required checks or assurances are not available, the visitor must not undertake regulated activity or be left unsupervised with pupils.
Any proposed photography, filming, live streaming or recording must be approved in advance and managed in accordance with the school's safeguarding, online safety and data protection arrangements.
Risk assessments must be completed where appropriate and should reflect the nature of the visit, the content being delivered, the level of contact with pupils, the use of technology and any identified safeguarding risks. Schools must be satisfied that the organisation and its representatives are suitable and that appropriate supervision, reporting and emergency arrangements are in place.
Schools and colleges should refer to the online safety and safeguarding education provisions in Part two of *Keeping Children Safe in Education 2026*. The UK Council for Internet Safety guidance, *Using*

External Visitors to Support Online Safety Education: Guidance for Educational Settings, provides further support for ensuring that sessions delivered by external visitors are safe, effective and age appropriate.

Parents and relatives

Schools and colleges should not request DBS checks, children's barred list checks or ask to see existing DBS certificates for parents and relatives attending events such as sports days, assemblies, shows or productions.

Checks are also not normally required for parents and relatives attending open days, parents' evenings or meetings relating to a pupil's education. Headteachers and Principals should use their professional judgement to decide whether visitors need to be escorted or supervised, taking account of the nature of the event and the school's site arrangements.

Parents and relatives must be informed of the school's expectations regarding photography, filming and the recording or sharing of images and videos on personal devices.

Where a parent or relative attends in a separate capacity, such as a volunteer, coach or activity leader, the school must assess the safeguarding checks required for that role. Their status as a parent or relative does not remove the need to consider whether the activity is regulated activity.

Ofsted

Ofsted has provided Nottinghamshire County Council with written assurance regarding the safeguarding checks undertaken for inspectors who visit schools. Schools may rely on the current assurance provided by the Council, subject to verifying that it remains valid.

All inspectors must present appropriate identification when they arrive at the school. The school must verify their identity, ensure that they sign in and manage their access in accordance with agreed inspection arrangements and the school's site security procedures.

Section E - Childcare Disqualification Regulations

Under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, certain individuals who work in relevant early years or childcare provision may be subject to additional safeguarding requirements. These arrangements are separate from DBS and children's barred list checks.

The childcare disqualification arrangements apply primarily to individuals working with children in early years provision, including reception classes, and those working in childcare provided outside school hours for children who have not attained the age of eight. They also apply to individuals directly involved in managing that provision.

Schools must refer to the statutory guidance *Disqualification under the Childcare Act 2006* when determining whether an individual falls within the scope of the arrangements.

Visitors Not Covered by the Legislation

Individuals who are not employed or engaged to provide relevant childcare, and who are not directly involved in managing that provision, will not normally fall within the scope of the childcare disqualification arrangements. This may include:

- caretakers, cleaners, drivers, transport escorts, catering staff, office staff and other individuals whose roles do not involve providing or managing relevant childcare
- health professionals, including school nurses, speech and language therapists and educational psychologists

- school governors, unless they regularly work or volunteer in relevant childcare provision or are directly involved in its management
- inspectors visiting the school in an official capacity
- parents, relatives and other visitors attending meetings, performances, sports days or similar school events

Although these visitors may not be covered by the childcare disqualification arrangements, schools must still apply the safeguarding, identity-checking, supervision and access-control arrangements appropriate to the purpose of their visit.

Visitors Covered by the Legislation
Individuals may fall within the scope of the childcare disqualification arrangements where they are employed or engaged to provide relevant childcare, regularly work in that provision or are directly involved in its management. Depending on their role, this may include:

- peripatetic teachers and specialist teachers working in reception classes or relevant childcare provision for children under eight
- agency or third-party staff working in relevant childcare provision
- self-employed individuals engaged to provide relevant childcare services
- trainee and student teachers working in reception classes or relevant childcare provision
- volunteers and casual workers who regularly provide relevant childcare or are directly involved in its day-to-day management

Schools must determine whether the arrangements apply by considering the individual's actual duties and the provision in which they will work, rather than relying solely on their job title or visitor category.

Where an individual is supplied by an agency, training provider or other organisation, the school should obtain written confirmation that the organisation has considered the childcare disqualification requirements and completed any necessary checks. Where staff are centrally employed by Nottinghamshire County Council, the school may rely on current written assurance provided by the Council that the relevant requirements have been addressed.

Schools must ensure that individuals who fall within the scope of the childcare disqualification arrangements are not permitted to begin or continue relevant work unless the applicable requirements have been satisfied. Any information obtained must be handled securely and in accordance with data protection laws.

The childcare disqualification arrangements must not be used as a substitute for considering whether an individual is undertaking regulated activity or requires a DBS check. Each requirement must be considered separately according to the individual's role and duties.

Section F - Raising Awareness of Visitor Safety with Children
Pupils should be reminded regularly that visitors must follow the school's visitor procedures and should normally wear appropriate identification while on site.
Pupils should be encouraged to:

- remain in the areas directed by staff during visits, events and assemblies

- follow any specific safety instructions given by staff
- tell a trusted member of staff if they see an unidentified visitor, or someone in an area where they do not appear to be authorised
- report immediately if a visitor's behaviour or communication makes them feel worried, uncomfortable or unsafe
- understand that they will be listened to, taken seriously and supported when raising a concern

Children should not be expected to challenge or approach an unknown or unidentified visitor themselves. They should move to a safe place and report the matter to a member of staff.
Information provided to pupils should be age and developmentally appropriate and adapted where necessary to meet individual communication needs, including those of children with special educational needs or disabilities.
Before a planned visit, staff should make pupils aware of any specific arrangements or safety measures identified through the school's risk assessment. This should include where pupils may go, who will supervise them, who they can speak to and what they should do if they feel unsafe or unsure.
Schools should ensure that the views and experiences of children inform the planning and review of visitor arrangements where appropriate.

Section G - Concerns related to a visitor

Reporting Concerns

All staff, pupils and parents must know how to raise concerns about a visitor's behaviour, conduct or suitability. Any concern, including behaviour that appears minor or does not meet the harm threshold, must be reported promptly and must not be ignored or assumed to be someone else's responsibility.
A concern about the safety or welfare of a child must be reported immediately to the Designated Safeguarding Lead (DSL) or a deputy in accordance with the school's child protection procedures.
A concern or allegation about a visitor who works with children, including a contractor, volunteer, external professional or trainee teacher, must be reported to the Headteacher or Principal. Where the concern relates to the Headteacher or Principal, it must be reported to the Chair of Governors, Chair of the Management Committee or proprietor.
Where there is a conflict of interest in reporting the matter internally, or the concern relates to a sole proprietor, the concern should be reported directly to the Local Authority Designated Officer (LADO).
If a child is in immediate danger or at risk of immediate harm, a referral must be made to children's social care and, where appropriate, the police without delay.

Immediate Safeguarding Actions

Where a concern suggests that a visitor may present a risk to a child, the school must take immediate and proportionate action to safeguard the child and any other children who may be at risk.
This may include:

- ending or suspending the visit
- removing the visitor from contact with children
- ensuring that the visitor remains supervised while arrangements are made for them to leave
- preserving relevant information, records or evidence
- seeking advice from the LADO, children's social care or the police
- providing appropriate support to the child or children involved

Staff must not investigate the matter themselves or question a child or visitor beyond what is necessary to establish the basic facts and secure immediate safety.

Concerns and Allegations That May Meet the Harm Threshold

The school must follow its allegations management procedures where it is alleged that a visitor who works with children has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved, or may have behaved, in a way that indicates they may not be suitable to work with children

The case manager must discuss the allegation with the LADO without delay and before beginning an internal investigation, unless an immediate police or children's social care referral is required. The case manager will normally be the Headteacher or Principal. Where the concern relates to the Headteacher or Principal, the case manager will normally be the Chair of Governors, Chair of the Management Committee or proprietor.

The procedure applies to all relevant adults, including agency and supply staff, trainee teachers, contractors, volunteers and external professionals. The individual's employer or supplying organisation must be informed and involved at the appropriate stage, in consultation with the LADO. Advice from the Safeguarding Children in Education Officer (SCIEO) may also be sought, but this must not delay contact with the LADO or any necessary referral to children's social care or the police.

Low-Level Concerns

A low-level concern is any concern, however small and even if it amounts to no more than a sense of unease, that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the school's staff behaviour policy or code of conduct, including inappropriate conduct outside work
- does not meet the harm threshold or is otherwise not sufficiently serious to consider a referral to the LADO

Low-level concerns about visitors who work with or on behalf of the school must be reported and managed in accordance with the school's low-level concerns procedure. This includes concerns relating to contractors, volunteers, external professionals and trainee teachers.

The Headteacher or Principal should be the ultimate decision-maker in respect of low-level concerns, although they may consult the DSL and seek advice from the LADO where necessary. Where there is doubt about whether the harm threshold has been met, advice should be sought from the LADO.

All low-level concerns must be recorded in writing. Records should include:

- the details of the concern
- the context in which the concern arose
- the action taken
- the rationale for decisions made
- the name of the person raising the concern, unless they wish to remain anonymous and this can reasonably be respected

Records must be reviewed so that patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern is identified, the school should decide whether wider cultural, procedural or training issues contributed to the behaviour and whether policies or practices need to be revised.

Recording, Information Sharing and Follow-Up

All concerns, discussions, decisions and reasons for those decisions must be recorded in writing and stored securely in accordance with the school's safeguarding and data protection arrangements.

Information must be shared on a need-to-know basis with the visitor's employer, agency, professional body, the LADO, children's social care, the police or other relevant organisations where appropriate.

The school must consider whether any referral is required to the Disclosure and Barring Service or another professional or regulatory body. Where the individual is employed or supplied by another organisation, the school must cooperate with that organisation and provide relevant information to support any safeguarding investigation or referral.

Following an incident, the Headteacher or Principal and DSL should consider whether:

- the child or children involved require continuing support
- other children may have been affected or placed at risk
- parents or carers should be informed
- visitor access should remain restricted or be withdrawn
- the visitor risk assessment or procedures require revision
- staff require further information, guidance or training
- relevant information should be shared through appropriate local safeguarding arrangements

The welfare and best interests of the child must remain the paramount consideration throughout the school's response.

<u>Section H - Unknown, Uninvited or Malicious Visitors</u>

Challenge and Escort Protocols

Any visitor who is not wearing an identification badge, whose presence has not been pre-arranged or who is found in an unauthorised area must be challenged politely by a member of staff, where it is safe to do so.

The visitor should be escorted to reception to explain the purpose of their visit, provide appropriate identification and complete the school's sign-in procedures. Staff must not allow the visitor to move around the site unaccompanied while their identity, purpose or authority to be on the premises is being established.

Children must not be expected to challenge or approach an unknown or unidentified visitor. They should move to a safe place and report the matter immediately to a member of staff.

If there is any doubt about the visitor's identity or purpose, access beyond reception must not be permitted until confirmation has been obtained from the Headteacher, Principal or an appropriate senior leader.

Refusal to Comply and Escalation

If an unknown or unauthorised visitor refuses to comply with the school's procedures, they should be asked to leave the premises immediately. The Headteacher, Principal or a senior leader must be informed without delay.

If the visitor refuses to leave, becomes aggressive or threatening, or presents a risk to children, staff or others:

- staff must not attempt to physically remove or restrain the visitor
- children and staff should be moved away from the immediate area where it is safe to do so
- the police must be contacted where there is an immediate threat, a suspected offence or a risk of harm
- the school's emergency or lockdown procedures must be activated where necessary
- the Designated Safeguarding Lead must be informed as soon as practicable

All incidents must be recorded, including the visitor's details or description, the reason for concern, the actions taken, the decisions made and the outcome.
Where the incident raises a safeguarding concern about a child or the conduct of an adult working with children, the school must also follow its child protection and allegations management procedures.

Lockdown and Emergency Procedures
If a visitor poses or may pose an immediate threat to the safety of pupils, staff or others on the premises, the school's emergency procedures must be activated without delay. This may include initiating a lockdown, moving pupils and staff to safe areas, restricting access to parts of the site and contacting the emergency services.
Staff must follow the school's emergency plan and must not take action that places themselves or others at unnecessary risk. All staff should be familiar with the school's emergency and lockdown procedures and understand their individual responsibilities.
The school must maintain an accurate record of visitors on site so that individuals can be accounted for during an emergency. Reception staff should make visitor records available to the person coordinating the emergency response where it is safe and practicable to do so.
Guidance on planning for and responding to school emergencies is available through the Nottinghamshire County Council (School Emergencies) webpage.
Following an incident, the Headteacher or Principal and DSL should review the school's response, record any safeguarding actions and consider whether changes are required to visitor procedures, site security, risk assessments or staff training.

Use of NCC Safe Alert and Operation Striver
Schools should use the NCC Safe Alert Protocol to share urgent safety information with other schools and relevant agencies where an incident or visitor may present a risk to other education settings.
For concerning behaviour or intelligence that may not require an immediate emergency response but may assist the police and safeguarding partners in identifying patterns or risks, schools should consider sharing the information through Operation Striver.
Information shared must be accurate, relevant, proportionate and submitted through the approved local process. The use of NCC Safe Alert or Operation Striver does not replace the need to:

- contact the police where there is an immediate threat or suspected offence
- make an immediate referral to children's social care where a child is at risk of harm
- consult the LADO where a concern or allegation relates to an adult working with children
- follow the school's child protection, allegations management and emergency procedures

Details of both local arrangements are available through the Nottinghamshire Schools Portal and the Nottinghamshire Safeguarding Children Partnership website - (NSCP Site) and (Operation Striver Contact Form)

Section I - Monitoring and Evaluation

The Headteacher or Principal, Designated Safeguarding Lead and governing body or Trust should ensure that visitor arrangements remain effective, proportionate and consistent with current statutory guidance and local safeguarding procedures.

Monitoring should include consideration of:

- whether visitors consistently follow the school's signing-in, identification and departure procedures
- whether appropriate checks, written assurances, risk assessments and supervision arrangements are in place
- whether visitor records are accurate, secure and sufficient to account for everyone on site
- whether staff and pupils understand how to identify and report concerns about visitors
- whether concerns, incidents and low-level concerns are recorded, managed and reviewed appropriately
- whether patterns, recurring issues or weaknesses in visitor management have been identified
- whether external speakers, organisations and activities remain suitable, safe and age and developmentally appropriate
- whether contractors, volunteers and other regular visitors are managed in accordance with the activities they undertake
- whether emergency, lockdown and local information-sharing arrangements remain current and effective

Visitor procedures should be reviewed at least annually and following:

- a safeguarding incident or concern involving a visitor
- a significant change to statutory guidance, legislation or local safeguarding arrangements
- a change to the school site, security arrangements or visitor management system
- the identification of weaknesses through an audit, inspection, complaint or safeguarding review

Any shortfalls must be addressed promptly. Actions arising from monitoring should be recorded, assigned to an appropriate person and followed through to completion.

The governing body or Trust should receive sufficient information to provide assurance that the school's visitor arrangements are effective, while maintaining appropriate confidentiality concerning individual safeguarding cases.

Section J – Linked Policies, Legislation, Guidance and Resources

This guidance should be read alongside the school's other relevant policies and procedures and the legislation and guidance listed below. Schools should ensure that references and links remain current.

Linked Policies

This guidance should be read and implemented in conjunction with the following policies and procedures:

- Whole-School Child Protection Policy
- Staff Code of Conduct
- Low-Level Concerns Policy or Procedure
- Managing Allegations Against Staff
- Behaviour Policy
- Health and Safety Policy
- Whistleblowing Policy
- Emergency and Lockdown Procedures
- Mobile Phone Policy
- Data Protection and Records Management Policy
- Any other relevant school policy or procedure

Legislation

This guidance should be read and implemented in accordance with relevant legislation, including:

- Children Act 1989 and Children Act 2004: The statutory framework for protecting children and promoting their welfare.
- Education Act 2002, section 175: The duty on local authorities, governing bodies and proprietors to make arrangements to safeguard and promote the welfare of children.
- Education and Inspections Act 2006, section 157: Safeguarding duties applicable to independent schools, academies and certain other education settings.
- Safeguarding Vulnerable Groups Act 2006: The statutory framework governing regulated activity and children's barred list checks.
- Protection of Freedoms Act 2012: Provisions relating to Disclosure and Barring Service checks and regulated activity.
- Crime and Policing Act 2026: Amendments relevant to regulated activity relating to children, including the removal of the supervision exemption.
- Childcare Act 2006: The legislative basis for childcare disqualification arrangements.
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018: Additional requirements for those providing or managing relevant childcare.
- Health and Safety at Work etc. Act 1974: Duties relating to the health and safety of staff, pupils and visitors.
- Counter-Terrorism and Security Act 2015: The duty to have due regard to the need to prevent people from being drawn into terrorism.
- Data Protection Act 2018, UK General Data Protection Regulation and Data (Use and Access) Act 2025: Requirements governing the collection, use, storage and sharing of visitor and safeguarding information.
- Equality Act 2010: Duties relating to equality, discrimination and reasonable adjustments.

Statutory Guidance
This guidance should be read and implemented in accordance with the current versions of:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- Disqualification under the Childcare Act 2006
- Prevent Duty Guidance: Guidance for Specified Authorities in England and Wales
- the statutory framework for the Early Years Foundation Stage, where applicable

Non-statutory Guidance
Schools should also have regard to relevant non-statutory guidance, including:

- UK Council for Internet Safety, Using External Visitors to Support Online Safety Education: Guidance for Educational Settings
- Department for Education guidance on school and college security
- Department for Education guidance on emergency planning and response for education, childcare and children's social care settings
- Disclosure and Barring Service guidance on eligibility for DBS checks, regulated activity and children's barred list checks
- Nottinghamshire Safeguarding Children Partnership procedures
- Nottinghamshire County Council guidance relating to school emergencies, visitor management and safeguarding
- NCC Safe Alert Protocol
- Operation Striver information-sharing arrangements

Resources and Tools
Relevant resources may include:

- Nottinghamshire Schools Portal
- Nottinghamshire Safeguarding Children Partnership website
- Nottinghamshire County Council School Emergencies guidance
- Disclosure and Barring Service eligibility guidance and checking tools
- UK Council for Internet Safety resources
- NSPCC safeguarding resources
- The school's visitor risk assessment template
- The school's visitor management system or manual visitor register

Schools should periodically check that the legislation, guidance, local protocols, contact details and hyperlinks referenced in this section remain current.