Visitors and VIP Guidance

Whipman Woods FHA

September 2026

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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) 2025*, which all schools and colleges in England must follow 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 that it applies to all visitors equally, 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.

Responsibilities of Headteacher, DSL, Governing Body/Trust

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 overseeing visitor procedures, advising on risk assessments, and responding to any concerns raised about visitor conduct. 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 procedures should be clearly communicated to staff and reviewed regularly to ensure they remain fit for purpose.

Types of Visitors

Schools, academies, and colleges will routinely welcome a wide range of visitors. While the purpose of each visit may differ, safeguarding responsibilities apply equally to all. Visitors may include:

- Professional visitors - Individuals attending in connection with a child's education, health, or welfare, such as but not limited to:
  Social workers, educational psychologists, therapists, local authority officers
- Curriculum and school related visitors - Individuals supporting learning and enrichment, procedures and learning, including but not limited to:

Music tutors, Language tutors, Sports coaches, External speakers, Alternative education providers, NSPCC Staff, Early intervention officers, etc.

- Contractors and maintenance staff - Those attending to carry out work on the premises, including but not limited to:
  Builders, IT technicians, Facilities and grounds maintenance staff
- Parents, carers, and volunteers:
  Individuals attending for meetings, events, or to support school activities.
  These visitors must be supervised appropriately and managed in line with safeguarding expectations.
- VIPs and high-profile guests - Visitors invited to inspire pupils or celebrate achievements, such as but not limited to:
  Civic leaders, Authors, Sports Personalities, Public figures.
  These visits must be carefully planned and risk-assessed to ensure they are safe, appropriate, and aligned with the school's safeguarding ethos

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 pre-arranged and approved by a member of the senior leadership team.
- Staff should notify the Headteacher or DSL of any planned visitor, including the purpose of the visit and any safeguarding considerations.

Reception Protocols

- All visitors must report to the main reception and must not enter the site via any other entrance.
- At reception, visitors must explain the purpose of their visit and who has invited them.
- Formal identification must be provided. Nottinghamshire County Council staff must show their NCC photo ID card.
- All visitors must sign in using the school's visitor management system which will include a photograph being taken.
- If the visitor is part of a large group, a separate register may be used.
- A visitor badge must be issued and worn visibly at all times while on site.

Supervision and Access Control

- Visitors must remain in designated areas and be accompanied by a member of staff unless prior arrangements have been made and appropriate checks are in place.

- Visitors must not be left alone with pupils unless this is a legitimate part of their role and the school has confirmed that appropriate DBS checks have been completed.
- If a visitor finds themselves alone with pupils, they must immediately report to a member of staff or return to reception. This expectation should be clearly explained to all visitors.

Expectations for Behaviour and Safeguarding Awareness

- Visitors must adhere to the school's safeguarding expectations and code of conduct.
- Any visitor who has concerns about a child must report them immediately to the Designated Safeguarding Lead (DSL).
- Visitors must not use mobile phones or take photographs unless explicitly authorised by the Headteacher.

Departure Procedures and Record-Keeping

- Visitors must sign out at reception, return their badge, and be seen to leave the premises.
- Reception staff should regularly monitor visitor logs to ensure compliance.
- The Headteacher, DSL, and Safeguarding Governor should review visitor procedures as part of regular safeguarding audits. Any shortfalls must be addressed as a matter of urgency to ensure children and visitors are kept 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 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 entourage
- Ensuring all safeguarding expectations are communicated clearly

- Considering any reputational risks or sensitivities
- Ensuring the visitor is never left unsupervised with pupils
- Making reasonable adjustments to standard procedures where appropriate (e.g. not requiring formal ID from a member of the Royal Family, but applying all standard checks to accompanying staff)

All VIPs and their representatives must be treated with courtesy, but safeguarding must remain the priority. Schools should use professional judgement to balance hospitality with the need for clear boundaries 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, SCIEOs, or educational psychologists — will have undergone the appropriate safer recruitment checks, including an enhanced DBS check where required. The Council provides written confirmation that these checks have been completed, and schools can download and retain this assurance letter for their Single Central Record (SCR).

All Nottinghamshire County Council staff must carry and present their NCC photo identification card upon arrival. Schools should verify this ID at reception and ensure the visitor signs in using the school's visitor management system. While schools are not required to view individual DBS certificates, they must be satisfied that appropriate checks have been completed by the employing service. NCC staff should be treated in line with the school's wider visitor procedures, including supervision and safeguarding expectations

Staff from other agencies

The same requirement as Nottinghamshire County Council staff applies. If schools, academies, or colleges have written notification from an agency confirming that all appropriate pre-employment checks have been completed — including an enhanced DBS check with barred list information — it is not necessary for the visitor to produce individual evidence of these checks before being granted unsupervised contact with children. Where such confirmation is not available, the visitor must be supervised at all times while on site.

Governors

Governors should follow the same procedures as other visitors when coming into school. If they are to have unsupervised contact with children, they will require a barred list check in addition to the enhanced DBS check that is a requirement for appointed governors.

Contractors

Where schools, academies, or colleges use contractors to provide services, safeguarding requirements must be clearly set out in the contract. Contractors engaging in regulated activity relating to children must have an enhanced DBS check with barred list information. For those not in regulated activity but who have regular contact with children, an enhanced DBS check (without barred list information) will be required. Where contact is infrequent or incidental, a basic DBS check may be appropriate.

Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

Contractors must present formal identification on arrival, and access to the site should be restricted to agreed areas. Where building work is taking place, physical separation — such as fencing off work areas — should be maintained to safeguard pupils.

If an individual working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Trainee Teachers

Where trainee teachers are salaried by the school or college, the school must ensure that all necessary pre-employment checks are completed, including an enhanced DBS check with barred list information. For fee-funded trainees, the initial teacher training provider is responsible for carrying out these checks. Schools must obtain written confirmation from the provider that all required checks have been completed and that the trainee is suitable to work with children.

If tutors of trainee teachers do not have unsupervised contact with children, they will not require a DBS check. If they do, it is the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

External Organisations

External organisations may be invited into school to support curriculum delivery, enrichment, or pastoral programmes. Before any visit takes place, schools must assess the educational value and age appropriateness of what is being delivered, especially where sessions involve online safety or remote teaching.

Written notification must be obtained confirming that all relevant safeguarding checks have been completed, including an enhanced DBS check with barred list information where required. This assurance should be reviewed annually for regular visitors.

Risk assessments must be completed in advance and should reflect the nature of the visit, the level of contact with pupils, and any safeguarding risks. Schools must be satisfied that the organisation is suitable and that staff will not have unsupervised contact with pupils unless appropriate checks have been confirmed.

Schools and colleges should refer to statutory guidance in *KCSIE 2025*, particularly paragraphs 132 and 150, which outline expectations for reviewing online safety provision delivered by external visitors. The UKCIS guidance *Using External Expertise to Enhance Online Safety Education* provides further support in ensuring sessions are safe, impactful, and age-appropriate.

Parents and relatives

Schools and college should not request DBS checks, barred list checks or ask to see existing DBS certificates for parents and relatives attending events like sports days, assemblies, shows, productions. Parents and relatives should be informed about the school's stance on recording images and videos on personal devices when coming to these events. Parents and relatives also do not need checks for attending open days, parents' evenings or meetings relating to pupils' education.

Headteachers and principals should use their professional judgment about the need to escort or supervise such visitors.

OFSTED

All OFSTED staff, including additional inspectors, have provided NCC with written confirmation that staff who visit schools have an Enhanced DBS check with barred list information. Schools can regard this note as written notification that OFSTED have been subject to the relevant checks and this is confirmed with NCC.

Section D - 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 or support early years and childcare provision may be subject to additional safeguarding checks. This section outlines which types of visitors are covered by the legislation, and which are not.

Visitors Not Covered by the Legislation

The following groups are not covered by the Childcare Disqualification Regulations, as they are not directly involved in providing childcare:

- Caretakers, cleaners, drivers, transport escorts, catering staff, catering and cleaning managers, office staff, and DSO staff not employed to provide childcare.
- Health professionals, including school nurses, speech and language therapists, and educational psychologists.
- School governors, unless they regularly volunteer in childcare settings or are directly involved in managing such provision.
- OFSTED inspectors — while not specifically referenced in the statutory guidance, OFSTED has confirmed to Nottinghamshire County Council that inspectors are not covered by the legislation.

Visitors covered by the Legislation

The following groups are covered by the Childcare Disqualification Regulations and must meet the requirements set out in the statutory guidance:

- Peripatetic teachers and special needs teachers working in reception classes or with children under eight.
- Agency or third-party staff contracted to work in relevant childcare settings.
- Self-employed contractors providing childcare services.
- Trainee and student teachers working in early years or childcare provision — the training provider must confirm compliance.
- Volunteers and casual workers (including those on work experience) who regularly work in childcare or are involved in its day-to-day management, whether supervised or not.

Schools must ensure that appropriate checks are in place for any visitor who falls within the scope of the legislation. Where staff are centrally employed by the local authority, Nottinghamshire County Council confirms that all relevant checks will be completed

Section E - Raising awareness of visitor safety with Children

Pupils should be reminded regularly that they must remain with a member of staff at all times regardless of who visits the premises. They should not leave a supervised area or wander off, even during events or assemblies. Staff should also ensure pupils are aware of any specific instructions or safety measures identified in the risk assessment for the visit, including where they can go, who they should speak to, and what to do if they feel unsafe or unsure.

Section F - Concerns related to a visitor

Reporting Concerns

All staff, pupils, and parents must know how to raise concerns about a visitor's behaviour or suitability. Any concern, no matter how small, should be reported immediately to the **Designated Safeguarding Lead (DSL)** or, if they are unavailable, the **Headteacher**. Concerns should never be ignored or assumed to be someone else's responsibility.

Role of DSL and Headteacher

- The DSL will assess the concern, record it in line with the school's safeguarding procedures, and decide on the appropriate next steps.
- The Headteacher will support the DSL in managing the situation and ensure that safeguarding remains the priority.
- If the concern relates to a possible safeguarding risk, the visitor should be removed from contact with pupils while the matter is reviewed.

Escalation

If the concern indicates that a child has been harmed or is at risk of harm:

- The DSL must seek advice from the **Safeguarding Children in Education Officer (SCIEO)**.
- If the concern involves an allegation against an adult working with children, the DSL must contact the **Local Authority Designated Officer (LADO)** without delay.
- All actions must follow the statutory guidance in *Keeping Children Safe in Education (KCSIE) Part Four* and the school's child protection policy.

Section G - Unknown, Uninvited or Malicious Visitors

Challenge and Escort Protocols

Any visitor who is not wearing an identity badge or whose presence has not been pre-arranged must be challenged politely by a member of staff. The visitor should be escorted to reception to sign in and explain the purpose of their visit. If the visitor refuses to comply, they should be asked to leave the premises immediately, and the Headteacher or a senior leader must be informed without delay.

Refusal to Comply and Escalation

If the visitor refuses to leave or becomes aggressive, staff should not attempt to physically intervene. The Headteacher or senior leader should be contacted immediately, and the police should be called if necessary. All incidents must be recorded and reported to the Designated Safeguarding Lead (DSL).

Lockdown and Emergency Procedures

If the visitor poses a threat to the safety of pupils or staff, the school's emergency procedures must be activated. This may include initiating a lockdown, moving pupils to safe areas, and contacting emergency services. All staff should be familiar with the school's emergency plan and know their role in such situation and guidance can be found here (School Emergencies).

Use of NCC Safe Alert and Operation Striver

Schools should use the NCC Safe Alert Protocol (NSCP Site) share urgent safety information with other schools and relevant agencies. For low-level but concerning behaviour or intelligence, schools can use Operation Striver (Operation Striver Contact Form)) to share information with the police and safeguarding partners. Details of both protocols are available on the Nottinghamshire Schools Portal and the NSCP website.

Section H - Monitoring and Evaluation

Schools must note that this is a guidance document and not a policy. However, like all documents that support procedures, schools should monitor and evaluate it's implementation and effectiveness on a regular basis.

Section I – Linked policies, legislation, guidance and resources

Linked Policies

This guidance should be read and implemented in conjunction with other relevant policies:

- Whole School Child Protection Policy
- Staff Behaviour Policy/Code of Conduct
- Child Behaviour Policy
- Allegations Management Policy
- Health and Safety Policy
- Whistle Blowing Policy
- Safer Recruitment Policy
- Access Policy
- Equality Policy
- Online Safety Policy
- Data Protection and GDPR Policy

Legislation

This guidance should be read and implemented in adherence to relevant legislation:

- Education Act 2002 (Section 175) – Duty to safeguard and promote the welfare of children.
- Children Act 1989 & 2004 – Core child protection duties.
- Childcare (Disqualification) Regulations 2018 – Additional checks for early years and childcare roles.

- Health and Safety at Work Act 1974 – Duty to ensure safety of staff, pupils, and visitors.
- Data Protection Act 2018 / UK GDPR – Handling visitor information securely.
- Counter-Terrorism and Security Act 2015 (Prevent Duty) – Vetting external speakers to prevent radicalisation.

Statutory Guidance

This guidance should be read and implemented in adherence to relevant statutory guidance:

- Keeping Children Safe in Education (KCSIE) 2025 – Visitor checks, supervision, and managing allegations.
- Working Together to Safeguard Children (2023) – multi-agency safeguarding responsibilities.
- Early Years Foundation Stage (EYFS) Framework – For visitors in early years settings.

Statutory Guidance

This guidance should be read and implemented in adherence to relevant non-statutory guidance:

- NSPCC: Managing School Visitors Safely – Practical advice and checklists.
- UKCIS: Using External Expertise to Enhance Online Safety Education – Guidance on external speakers.
- Local Authority Protocols: Safe Alert and Operation Striver for unknown or malicious visitors.

Resources and Tools

- Nottinghamshire Schools Portal – Templates, risk assessment tools, and Safe Alert protocol.
- NSPCC Learning Hub – Visitor management checklists and safeguarding resources.
- UKCIS Checklists – For evaluating external online safety providers.
- Visitor Management Systems (e.g., Raptor, Sine) – Digital sign-in and ID verification.