

**Policy Name: Guidance on Visitors and VIPs**

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**The Melton Learning Hub-Visitors including VIPs Policy**

**Guidance on Visitors, including VIPs, to Education provisions**

1. **Introduction**

This guidance is intended to help Education provisions manage visitors in a way that ensures the safety of children and adults on the Education provision site. The responsibility for this lies with the Manager and the staff team.

1. **Guidance and Responsibilities**

The Manager and the staff team are responsible for implementing this guidance and managing visitors to the Education provision. The day to day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the Education provision are properly welcomed and managed safely within Education provision.

All staff should be made aware of this guidance and that it applies to all visitors equally, including VIPs.

It should be included within the establishment’s whole Education provision child protection policy and referenced in the Education provision’s health and safety policy and access policy.

**Types of visitor:**

There are a number of different types of legitimate visitors to an Education provision.

• Visitors who attend the Education provision 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 Education provision 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,

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the Education provision and the visitor. Where appropriate, risk assessments should be undertaken. The Education Lead or senior leadership team should be aware of visits in advance.

1. **Procedures for ALL visitors**

• Wherever possible, visits to Education provisions should be pre-arranged

• All visitors must report to reception first and not enter the Education provision 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, including photo identification where appropriate.

• All visitors will be asked to sign the visitors’ record book and must do so accuarely.

• 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.

• 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 Education provision 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).

• 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 Education provision, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. Education provision reception staff or greeter should check the ‘in – out’ records regularly to monitor compliance with these procedures.

1. **Special categories of visitor**
	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 accompanied at all times by a member of staff.

* 1.

Council employees who visit Education provisions 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[[1]](#footnote-1)

In these circumstances the statutory guidance[[2]](#footnote-2) says:

‘Education provisions 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 Education provision or college that the Education provision 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 Education provision 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 Education provisions as the ‘written notification’ required by the guidance.

Education provisions will, of course, need to see identification from visitors to confirm that they do indeed work for the local council. All council staff visiting Education provisions carry photo identification.

* 1. **Staff from other agencies**

The same requirement as in 4.2 applies. If Education provisions 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.

* 1. **Contractors**

The statutory guidance[[3]](#footnote-3) says:

Education provisions and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the Education provision 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 a number of 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. Education provisions and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a Education provision or college is self-employed, the Education provision 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.

Education provisions and colleges should always check the identity of contractors and their staff on arrival at the Education provision or college.

For building or maintenance contractors Education provisions 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 Education provision.

* 1. **Trainee tutors**

The statutory guidance says:

Where applicants for initial teacher training are salaried by the Education provision or college, the Education provision or college must ensure that all necessary checks are carried out. As trainee tutors 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, Education provisions 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 Education provision 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 Education provision 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 Education provision that appropriate checks have been made.

* 1. **Directors**

Directors should follow the same procedures as other visitors when coming in to Education provision. If they are to have unsupervised contact with children they will require the appropriate DBS checks.

* 1. **Parents and relatives**

Keeping Children Safe in Education (2015) says that Education provisions 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 Education Leads should use their professional judgment about the need to escort or supervise visitors.

**4.8 Ofsted**

Ofsted have provided NCC with written confirmation that all Ofsted staff who would visit a Education provision 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>

Education provisions 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.

**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-Education provision care of children under 8. The implications of these regulations are set out in new statutory guidance[[4]](#footnote-4). Nottinghamshire County Council has also issued guidance to Education provisions[[5]](#footnote-5).

**5.1 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, catering & cleaning managers, office staff, DSO catering and cleaning staff who are not employed to directly provide childcare. (Statutory Guidance[[6]](#footnote-6) Para. 9)
2. Health staff, speech therapists, Educational Psychologists.

*‘Anybody involved in any form of health care provision for a child, including Education provision 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)

1. Education provision directors

*‘Education provision directors 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)

4. Ofsted inspectors

While not specifically referred to in the statutory guidance, Ofsted have informed MLH 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:**

1. 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 Education provisions (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 can confirm that all employed staff in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation.

1. Agency, or third-party organisations, contracted to work in relevant childcare in Education provisions. The agency must confirm that they comply with the legislation. (Statutory Guidance Para 12)
2. Self-employed contractors employed to work in childcare provision (Statutory Guidance Para 13)
3. Trainee and student teachers. Again the teacher training provider must confirm that they comply with the legislation. (Statutory Guidance Para 14)
4. 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.’*

1. **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.

1. **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 Education provision should be noted by the designated person for safeguarding and promptly brought to the attention of the Manager. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the Nottinghamshire Safeguarding Children in Education Officer (SCIEO) for advice.

**8. Unknown, uninvited or malicious visitors to the Education provision**

Any visitor to the Education provision 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 Education Lead or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Education provisions’ Emergency Plans should include arrangements for responding to ‘intruders’ and ‘lockdown arrangements’ in the event of a ‘malicious visitor.’

**9. Monitoring and Evaluation**

Like all safeguarding policies Education provisions 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 Education provision policies:

• Safeguarding

• HR Safer Recruitment Guidance

• Education provision Employee Code of Conduct.

• Healthy and Safety Policy

• Whistle Blowing Policy

• Nottinghamshire 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 Education provisions

• Coping with a Education provision Emergency / Education provision Emergency Plans

• Access Policy

**11. Review of guidance**

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

1. Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. DfE February 2015 [↑](#footnote-ref-1)
2. Keeping Children Safe in Education. DfE April 2015 [↑](#footnote-ref-2)
3. Keeping Children Safe in Education DfE April 2015 [↑](#footnote-ref-3)
4. 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 [↑](#footnote-ref-4)
5. 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 [↑](#footnote-ref-5)
6. Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools, DfE, February 2015. [↑](#footnote-ref-6)