



Visitors Policy

Version Number: 1

Applies To:

- APTCCO Charity
- APTCCO Independent Special School
- APTCCO Short Breaks
- APTCCO Out of School Activities

Associated Documents:

- Safeguarding & Child Protection Policy
- Risk Assessment Policy
- Health & Safety Policy
- Staff Code of Conduct.
- Whistle Blowing Policy
- Low Level Concerns Policy
- Local Authority Safeguarding Children Partnership's procedures

Related Regulations:

- [Gov.UK Independent School Standards](#)
- [DfE Keeping Children Safe in Education 2024](#)
- [Working Together to Safeguard Children 2023](#)
- [The Charity Commission of England and Wales](#)
- [DfE Safeguarding Out of School Settings](#)

Review Frequency: Annually

Date of Implementation: Autumn 2024

Review Date: Autumn 2025

Chief Executive Officer (CEO)

Date 5/12/24

Chair of Board of Trustees/Governing Board

Date 5/12/24

1. Introduction

This policy explains how APTCOO manages visitors in a way that ensures the safety of children, young people, and vulnerable adults whilst on the APTCOO sites.

The responsibility for this lies with the Head teacher, senior leadership team and the governing board.

DfE Keeping Children Safe in Education 2024 page 7 informs: ***All staff have a responsibility to provide a safe environment in which children, young people, and vulnerable adults can learn.*** There will be occasions when APTCOO have several types of visitors, those with professional roles i.e., educational psychologists, social workers etc. those connected with the building, grounds maintenance, children, young people, and vulnerable adults' relatives or other visitors attending an activity in APTCOO

For visitors provided via a third party our processes are in line with KCSiE 24 paragraphs 292-295.

APTCOO will not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children, young people, and vulnerable adults' relatives or other visitors attending an activity or meeting.

The Headteacher will use their professional judgement about the need to escort or supervise such visitors.

For visitors who are there in a professional capacity, APTCOO will check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. APTCOO will not ask to see the certificate in these circumstances).

Coronavirus and other contagious infections and viruses – The Headteacher is responsible for ensuring that visitors to the site are effectively managed within the existing system of APTCOO's control measures and risk assessments.

2. Guidance and Responsibilities

Policy statement and principles

APTCOO are committed to keeping children, young people and vulnerable adults safe. We ensure that we have appropriate policies and procedures in place which reflect our robust safeguarding arrangements, including what actions we will take to safeguard and promote children, young people, and vulnerable adults welfare should concerns arise or incidents occur through inappropriate actions or threats by visitors or VIP's.

The Headteacher, CEO, and Chair of the Governing Board are responsible for implementing this guidance and ensuring that processes are in place to manage visitors to APTCOO, and the relevant checks required. The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to APTCOO are properly welcomed and managed safely when on APTCOO premises.

All staff are 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 APTCOO:

- Visitors who attend APTCOO in connection with children, young people, or vulnerable adults and who have a professional role i.e., Local Authority employees, including social workers, safeguarding officers, educational psychologists, speech and language therapists, occupational therapists, SEND officers or other support workers or health related professionals.
- Visitors who attend APTCOO in connection with the building, grounds, or equipment i.e. builders, contractors or maintenance staff
- VIPs
- Other legitimate visitors i.e. parents/carers, volunteers, trustees/governors,

3. Procedures for ALL visitors

- Wherever possible, visits to APTCOO should be pre-arranged.
- At the site main entrance, all visitors should explain the purpose of their visit and who has invited them.
- They should be ready to produce formal identification.
- All visitors will be asked to sign the visitors' record book on arrival,
- If the visitor is part of a large group of visitors a separate register may be used
- A visitor's badge/lanyard will be issued and should be worn and displayed prominently.
- A member of staff will accompany all visitors. Visitors must not be alone with children, young people, or vulnerable adults unless this is a legitimate part of their role, and the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- On departing APTCOO, visitors should sign out of the building, return their visitor badge and be seen leaving the premises.
- APTCOO staff will check the signing in and out' records regularly to monitor compliance with these procedures.
- The Headteacher/Designated Safeguarding Leads (DSLs) along with the nominated Safeguarding Governor will monitor compliance with the agreed specified visitor's policy procedures as part of the safeguarding monitoring processes. Should any shortfalls be found, these should be addressed as a matter of urgency, to ensure that children, young people, or vulnerable adults, and visitors to APTCOO are kept safe.

4. Special categories of visitor

4.1 VIPs

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 and should be expected to follow normal procedures.

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

4.2 Local Authority staff

Local authority staff who visit APTCOO and who have unsupervised contact with children, young people, or vulnerable adults will have had an appropriate DBS check conducted by that local authority. If the nature of their work requires it, the local authority will also have applied the requirements of the Childcare Disqualification regulations; In these circumstances the statutory guidance says:

‘Schools or short breaks providers must obtain written notification from any agency, or third-party organisation, that they have carried out the checks on that individual. In respect of the enhanced DBS check, APTCOO must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business. Where the position requires a children’s barred list check, this must be obtained by the agency or third party by obtaining an enhanced DBS certificate with barred list information, prior to appointing the individual.’

This guidance can be regarded as the ‘written notification’ required by the guidance.

APTCOO will, of course, need to see identification from visitors to confirm that they do indeed work for the local authority. All local authority staff visiting education establishments should carry photo identification.

4.3 Staff from other agencies

The same requirement as in 4.2 applies. If APTCOO has ‘written notification’ from an agency (including health and/or external support agencies) that their staff have had all the appropriate pre-employment checks that would otherwise be required to perform, including a DBS ‘Enhanced with barred list information’ check, then it is not necessary for the visitor to produce individual evidence of these checks before being granted the relevant unsupervised contact with children, young people or vulnerable adults.

4.4 Contractors

In line with the statutory guidance in Keeping Children Safe in Education (KCSiE) 24, from paragraph 296, where APTCOO use contractors to provide services, this will be set out in the safeguarding and child protection requirements in the contract between the organisation and APTCOO.

APTCOO will ensure that any contractor, or any employee of the contractor, who is to work at APTCOO, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, young people, or vulnerable adults but whose work provides them with an opportunity for regular contact with them, an enhanced DBS check (not including children's barred list information) will be required.

In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, young people, or vulnerable adults APTCOO will decide on whether a basic DBS disclosure would be appropriate.

Under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children, young people, or vulnerable adults. APTCOO are responsible for determining the appropriate level of supervision depending on the circumstances.

APTCOO staff will always check the identity of contractors on arrival at APTCOO.

Wherever possible any building or maintenance outside of school hours, and contractors will be issued with a work permit.

4.5 Trustees/Governors

Trustees/Governors follow the same procedures as any other visitors when coming into APTCOO. Enhanced DBS checks are carried out on all APTCOO Trustees/Governors, but no children's barred list checks are required. No Trustee/Governor will be left unaccompanied with a child, young person, or vulnerable adult.

4.6 Parents and relatives

DfE KCSiE 2024 Part Three states: *APTCOO should not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending school activities. Head teachers should use their professional judgment about the need to escort or supervise such visitors.*

4.9 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:

<https://www.gov.uk/search?q=additional+inspectors>

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.

5. Implications of the Childcare (Disqualification) and Childcare (Early Years provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 for 'visitors.'

The Childcare (Disqualification) Regulations 2018 introduced additional requirements for staff who are involved with the education or care of children under six or with the out-of-school care of children under eight. The implications of these regulations are set out in revised statutory guidance. Nottinghamshire County Council has also issued guidance to schools.

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

1. Health staff, speech therapists, Educational Psychologists.

'Anybody involved in any form of health care provision for a child is specifically excluded from the statutory definition of childcare and are therefore not covered by the legislation (Statutory Guidance). This includes.

school nurses, speech and language therapists and education psychologists

2. 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.' (Statutory Guidance).

3. Ofsted inspectors

While not specifically referred to in the statutory guidance, Ofsted has informed LA's 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:

- a) Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under eight.

‘Where centrally employed local authority staff are deployed to work in relevant childcare settings in schools (for example peripatetic music teachers or individuals supporting children with additional need) 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)

Nottinghamshire County Council have confirmed that all NCC employees in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation.

- b) Agency, or third-party organisations, contracted to work in relevant childcare in schools. The agency must confirm that they comply with the legislation (Statutory Guidance).
- c) Self-employed contractors employed to work in childcare provision (Statutory Guidance).
- d) Trainee and student teachers. Again, the teacher training provider must confirm that they comply with the legislation (Statutory Guidance).
- e) Volunteers and casual workers who work in childcare (Statutory Guidance).

*‘Volunteers and casual workers (including individuals on work experience) who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, are within the scope of the legislation and are covered by this guidance.’*

6. Raising awareness of visitor safety with children

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

7. Concerns related to a visitor

Learners, 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 normally be the head teacher or another member of APTCOO’s senior leadership team, who should then report the concerns to the designated safeguarding lead.

Further details can be found in [Part Four Section One and Two of KCSIE 2024](#).

Any issues regarding the suitability of visitors to APTCOO should be noted by the designated person for safeguarding and promptly brought to the attention of the Headteacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the relevant

Local Authority Safeguarding Children in Education Officer (SCIEO) for advice and where the adult's behaviour has caused harm or risk to a child, the Local Authority Designated Officer (LADO).

8. Unknown, uninvited, or malicious visitors to APTCOO

Any visitor to APTCOO site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

APTCOO may refer to the following advice and procedures where required:

- Relevant local authority "School Safe Alert Protocols", in line with the relevant safeguarding Children Partnership
- Operations Striver – Information Sharing Protocol involving a network of multi-agency professionals who can share low-level, non-emergency intelligence/information with the police, see link [concernsnetworkintelligencesharingform.docx \(live.com\)](#)
- APTCOO Emergency & Business Continuity Plan

9. Monitoring and Evaluation

The implementation and effectiveness of this policy is monitored and reviewed on an annual basis.

10. Linked policies

This guidance should be read in conjunction with other related policies:

- Staff Code of Conduct.
- Health and Safety Policy
- Whistle Blowing Policy
- Low Level Concerns Policy
- Safeguarding and Child Protection Policy
- Local Authority Safeguarding Children Partnership's procedures

