

# **VOLUNTEER / VISITOR / PARENT HELPER POLICY**

# 2025- 2026

Visitors and volunteers at our school bring with them a wealth of skills and experience that can enhance the learning opportunities of the children. Banks Road welcomes and encourages them.



**BANKS ROAD INFANT AND NURSERY SCHOOL**  
**“A Home for Learning, Laughing, Caring and Trying”**

***“A Home for Learning, Laughing, Caring and Trying”***

***A home for learning*** – with high standards of attainment, exciting enrichment opportunities in school, outdoors and in the wider community.

***A home for laughing*** – making learning fun, supporting and welcoming families so children are happy, safe and secure.

***A home for caring*** – nurturing and caring for our children and their families, appreciating individuality, identifying special needs early and loving teaching and learning.

***A home for trying*** – our expectations and values help build resilient confident learners. We are ambitious and proactive always striving for excellence in all that we do.

### **Aims and Values**

All adults who work in our school, whether a paid member of staff or volunteer, are expected to work and behave in such a way as to actively support our school aims and values listed below.

- We aim to safeguard and promote the welfare of all children in our care by providing an environment in which they are safe and secure and can be supported in their physical and emotional needs.
- We aim to provide a happy and healthy school environment where children and adults respect each other and take responsibility for their own actions.
- We support a policy of inclusion, where there are equal opportunities for all.
- We will provide a curriculum that is broad and balanced, that will help children prepare for the opportunities and responsibilities that are needed for now and later in life.
- We expect everyone to achieve high standards of work and behaviour both inside and outside school.
- We will encourage the children to develop spiritually, morally, culturally, mentally and physically.
- We strongly believe that communication is crucial between all staff, parents and children and we will foster an ethos of openness whilst maintaining appropriate confidentiality.

### **Visiting and Becoming a Volunteer**

**BANKS ROAD INFANT AND NURSERY SCHOOL**  
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We have many requests from a variety of people who wish to visit or volunteer. These may be parents of children at Banks Road, members of the local community or individuals interested in pursuing a career with children. It is important that we keep track of who is working in our school, where they are placed and for how long they will be with us. For this reason all requests from visitors and volunteers should be directed to the head teacher who has responsibility for the organisation and/or placement of such individuals.

We know that most of our volunteers will be parents, grandparents or relatives but not all are so in the guidelines we will call you all volunteers.

There are two main ways of helping: -

- a) Occasional support e.g. at sports events or school trips. These are individual events and generally volunteers only commit themselves to one or two occasions.
- b) Regular support. This is when parents or volunteers offer regular weekly support to the school for a period of time. Usually the commitment will be for a term or longer, and will consist of one or two timetabled weekly sessions.

- Wherever possible, visits to schools should be pre-arranged
- All visitors / volunteers must report to reception first and not enter the school via any other entrance
- At reception, all visitors / volunteers should explain the purpose of their visit and who has invited them.
- Visitors / volunteers should be ready to produce formal identification.
- All Nottinghamshire County Council staff should show their photo ID card.
- All visitors / volunteers will be asked to sign in via the electronic recording system which includes a photograph of the visitor being taken.
- A visitor's badge should be worn and displayed prominently.
- Visitors / volunteers should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors / volunteers should be accompanied by a member of staff. Visitors should not be alone with children unless this is a legitimate part of their role for example a social worker seeing a child and the school 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 / volunteers find they are alone with children, they should report to a member of staff or reception.
- On departing the school, visitors / volunteers should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- School reception staff should check the signing in and out' records regularly to monitor compliance with these procedures.
- The Head teacher / Designated Safeguarding Lead (DSL) along with the nominated Safeguarding Governor should also monitor compliance with the agreed specified visitor's policy procedures. Should any shortfalls be found these should be addressed as a matter of urgency, to ensure children and visitors to the school are kept safe.

### **Safeguarding Children**

The welfare of our children is paramount. To ensure the safety of our children we adopt the following procedures;

- I. All visitors and volunteers are given a copy of this policy.
- II. Visitors and volunteers must sign in on arrival at the school office. You must wear an identification badge whilst on the premises. Mobile phones can only be used in the school office or staffroom.

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- III. All volunteers must sign a Visitors and Volunteers Agreement (appendix 1)
- IV. The school reserves the right to ask for a character reference if necessary
- V. Although our volunteers are supervised by staff at all times, we request all volunteers have a DBS (Disclosure Barring Service) check. The school will pay and arrange this for you. Please arrange this with Anna Molde in the school office. You will need to provide two forms of ID (e.g. Passport, Driving licence), a current council tax bill or a utility bill (this must be no more than 3 months old).

**Please ensure you read all information given during the induction meeting regarding our safeguarding procedures in school including ‘Keeping Children safe in Education’ Part 1 (September 2025) and other safeguarding documents including the ‘Safeguarding Advice for Volunteers and Regular Visitors’ leaflet.**

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality. Any concerns that visitors and volunteers may have about the children they come into contact with should **only** be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the schools says or does, should raise the matter directly with the head teacher.

It is very important that you share any concerns with the class teacher. What you have seen or heard may be part of a bigger picture and will need investigating further. If you are unable to talk to the class teacher, please come to the school office and speak to Mrs Molde or Mrs Williams who will pass on the details to Mrs. Taylor. We have well defined procedures for informing parents of what has happened whilst the children are at school. Please do not be tempted to relay anything you have seen or heard in the classroom to other parents. If you are asked by another parent about their child, please refer them to the class teacher.

**We need to be assured that you will exercise total discretion in all respects when you are helping in school. We ask that all volunteers sign an agreement which includes confidentiality.**

### **Supervision**

All visitors and volunteers are under the supervision of a class teacher. Teachers retain responsibility for the children at all times. Visitors and volunteers should have clear guidance from the teacher as to how an activity involving children may be carried out and what the expected outcomes of any activity are. Visitors and volunteers are encouraged to speak to the teacher if they have a query about any aspect of a child’s understanding or behaviour.

We expect all members of the school community to be polite, courteous and self-disciplined and to show respect. Pupils watch us and follow our example.

The same rules apply to staff, children and volunteers working in school.

- Always treat the children with care and respect. They will love spending time with you and will often fight for their turn because they enjoy it so much.
- If a child is behaving in a way that you think is inappropriate then you should seek help from a member of staff straight away. Do not argue with the child but be firm if you feel you have to say NO.
- Keep yourself safe by always being within sight or hearing of a member of staff.
- Never handle a child in a disciplinary way. The school staff are trained to restrain children but even they use this only as a last resort to avoid injury to themselves or others.

### **Health & Safety**

The school has a Health and Safety Policy available on request from our school office. Class teachers ensure that visitors and volunteers are made aware of any emergency procedures (eg. what to do in the case of a fire

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alarm) and about any safety issues associated with a particular task (eg. during a practical task). Visitors and volunteers are asked to exercise due care and attention and report any obvious hazards or concerns to the class teacher.

You will not be given any activity which it is not safe for you to undertake. If you are given a task to do and are having difficulties, whatever the reason, speak to your class teacher. We don't want you to struggle with anything; we want you to enjoy your time in school.

### **Medical / accident procedures**

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a member of staff.

If you are injured whilst on the school site, please report this to the school office.

If you are responding to an emergency yourself, please stay with the child and send another child to fetch a member of staff.

### **Complaints Procedure**

Any complaints about a visitor or volunteer will be referred to the head teacher. Any complaints made by a visitor or volunteer will also be referred to the head teacher.

*The head reserves the right to take the following actions:*

- I. To speak with the individual about a breach of our agreement and seek reassurance this will not happen again
- II. Offer an alternative placement in another class
- III. Inform the visitor or volunteer that the school no longer supports their attendance at school.

### **If you're not happy**

We will ensure that you have an opportunity to discuss how you feel about your volunteering with the teacher responsible for you but if you are unhappy in the meantime please tell us!

Please do not just leave.

If it is work or other problems one of us will be pleased to listen and help if we can. It's the least we can do in return for your valuable time and commitment!

### **And finally**

**The School has adopted Nottinghamshire County Council's *Safer Recruitment and Selection policy and procedures*.** All potential volunteers are asked to complete the 'Standard Volunteer Application Form for a role in a Nottinghamshire School. This is available for you to complete as an appendix to this policy.

## **32.0 Volunteers**

*32.1 Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so schools and colleges should undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.*

*All volunteers should be asked to complete the **Standard Volunteer Application Form for a role in a Nottinghamshire School** – This will provide the necessary background information to enable the school to engage individuals safely.*

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We would like to thank you for offering to volunteer to help at Banks Road Infant and Nursery School. We regard you as a friend and member of our team. We have a professional duty to you - just as we have to all members of staff— to make your time with us happy and fulfilling. Together we make a great team!

It may help you to read the following policies:

- [Relationships and Behaviour Regulations](#)
- [Whole School Child Protection Policy and Templates](#)

## Volunteer Application Form



# Nottinghamshire County Council

## Volunteer Application Form – Confidential

Standard Volunteer application form for a role in a Nottinghamshire School

Please answer all questions accurately and sign the declaration at the end of the form

SCHOOL	Banks Road Infant and Nursery School
What type of volunteering would you be able to offer us?	
What days and times would you be able to commit to us and for how long?	

### 1. PERSONAL DETAILS (please complete in block letters)

Surname:		Forenames:	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Date of Birth:	
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
National Insurance No:		Email address:	

### 2. PRESENT EMPLOYMENT / VOLUNTEER ROLE (If applicable)

Name and address of organisation:			
Postcode:			
Nature of business:			
Brief description of duties:			
Hours/sessions worked per week:		Regulated Activity / Unregulated Activity	
Date appointed:		Supervised/Unsupervised	

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Date leaving:		ed Activity	
Reason for leaving or for seeking other employment:			

**3. PREVIOUS EMPLOYMENT / VOULUNTEER ROLES (If applicable)**

(Starting with the most recent first).

Name & address of Organisation	Role	Grade & salary/wage	Hours/Sessions worked	Dates (month/year)		Reason for leaving
				From	To	

**4. INFORMATION RELEVANT TO YOUR APPLICATION**

Please give details of any relevant experience, skills or knowledge to support your application.

**5. DISCLOSURE OF CRIMINAL BACKGROUND**

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**IMPORTANT AND CONFIDENTIAL**

If the volunteer post you are applying for requires a DBS check, please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering guidance](#)

If the volunteer position is covered by the requirements of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will be required to complete a Self-Declaration Form prior to commencing your role to confirm you are not prohibited from undertaking this role. Further information is available in the Nottinghamshire Schools Policy and Guidance on Disqualification under the Childcare Act 2006.

If a DBS check is essential, you will be required to complete an online electronic Disclosure & Barring Service (DBS) application form. A link to the online DBS form will be sent to you by email.

If the volunteer post you are applying for does not require a DBS check, you still need to answer the questions in the section but you do **NOT** need to disclose convictions which under the **Rehabilitation of Offenders Act 1974** are considered as ‘spent’.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the School or Business Support Centre, **tel:** 0115 977 2727 (Option 1, Option 3) or visit the DBS **website:** [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

[insert school name] is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council’s Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

**6. References**

Please provide details of two referees below, Friends or relatives are NOT acceptable referees.

Depending on the volunteering role you are participating in, referees may be taken to assess your suitability

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Name (referee 1):		Name (referee 2):	
Status		Status	
Organisation:		Organisation:	
Address:		Address:	
telephone no:		telephone no:	
Email address:		Email address:	
How long know and in what capacity:		How long known and in what capacity:	
<b>7. Other</b>			
If you have a medical condition that may affect your safety or the safety of other colleagues, or pupils at the school while volunteering, please discuss this with the Head Teacher.			
<b>7. DATA PROTECTION ACT 2018</b>			
The personal information collected on this form will be retained whilst you are a volunteer. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.			
<b>8. Declaration</b>			
<b>The information provided is complete and true to the best of my knowledge and belief</b>			
<b>Signed</b>			
<b>Print Name</b>		<b>Date:</b>	
<b>10. Contacting us</b>			
email			
phone			

Thank you for your interest in working as a volunteer at our school, once completed please return the form addressed private and confidential to the Head Teacher



2024-2025

### **Visitors and Volunteer Agreement**

I am well aware of the important part the volunteers play in contributing towards making our school the best possible place for our children to learn and reach their full potential. Thank you very much for choosing to volunteer at Banks Road Infant and Nursery School and for giving up your time to support our children. I hope you find your time spent with the children as rewarding as we do. Your help is greatly appreciated and we hope that you will gain much from your experience here.

Prior to volunteering in school you are required to sign this Agreement and hand it in to the school office.

- I have received and read the Volunteer / Visitor / Parent Helper Policy
- I agree to support the school’s Vision Statement, Aims and Values
- I agree to treat information I learn from being in the school as confidential
- I have read and will adhere to the safeguarding procedures in school

DBS Check – circle as appropriate                      Yes              No              Applied for

(If you already have a DBS certificate, please hand it to the school office and a copy will be made for the school records.)

(Name of child.....)

Name (please print) .....

Signed.....

Date.....



2025-2026

**Off- Sites Visits – Volunteer Agreement**

Thank you for volunteering. School trips are an integral part of learning at Banks Road School and you will have an important role to play in ensuring the success and safety of this trip. The class teacher has overall responsibility for the children at all times, but designates responsibility to voluntary helpers who may have charge of a small group.

Please read this agreement, sign and return it to the office. This forms part of our school’s risk assessment planning.

**The Role of a Volunteer Helper**

- To be responsible for and look after, in equal measure, all of the children in your group
- To stay with your allocated group and ensure their well being and safety for the duration of the trip
- To promote polite, respectful and courteous behaviour amongst the group and towards members of the public
- To ensure that your group keeps up with the rest of the school visit party
- To contact your class teacher if there are issues with first aid, safety or behaviour
- To show a commitment to the group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and by helping to explain areas of interest.
- To follow guidance from school staff

**Not permitted**

- Please do not bring additional siblings on the school trip
- Please do not use your mobile phone unless the call or text is urgent
- Volunteers are not allowed to smoke, drink alcohol or engage in any illegal practices
- Volunteer are not allowed to take photographs of the children unless requested to do so by the teacher in charge
- Volunteers are not allowed to buy their group treats eg ice cream, sweets etc – before or after the school trip

**Emergencies**

Please inform a member of school staff as soon as possible. If you are separated from the rest of the school party, please telephone one of the staff members or the school.

I understand and agree to the conditions outlined in this agreement.

Signed.....

Name.....

Date.....

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**THE POLICY WILL BE MONITORED AND REVIEWED ANNUALLY.**

DATE OF REVIEW BY GOVERNING BOARD: March 2026

This policy was reviewed and ratified by the Governing Board in

November 2016

November 2017

November 2018

December 2019

December 2020

December 2021

March 2024

March 2026

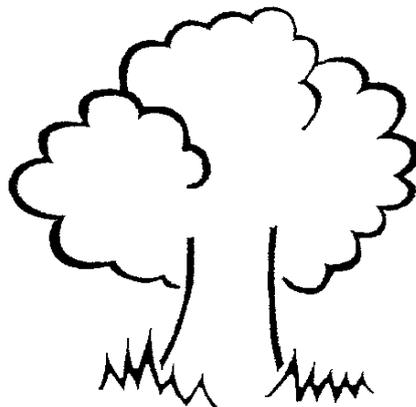
Signed: Chair of Governors \_\_\_\_\_ -

Date: \_\_\_\_\_



# Guidance on Visitors, including VIP's, to schools

**2025-  
2026**  
(Based on  
Guidance 2024)



**BANKS ROAD INFANT AND NURSERY SCHOOL**  
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## 1. Introduction

This guidance is intended to help schools, academies and colleges manage visitors in a way that ensures the safety of children and adults whilst on the school site.

The responsibility for this lies with the Head teacher, senior leadership team and the governing body or trust. DfE Keeping Children Safe in Education 2023 page 77 informs: The role of schools and college staff informs; **All staff have a responsibility to provide a safe environment in which children can learn** and there will be occasions when schools and colleges have different types of visitors, those with a professional role i.e. educational psychologists, social workers etc. those connected with the building, grounds maintenance, children’s relatives or other visitors attending an activity in school such as a sports day.

Schools and colleges 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 a sports day.

Headteachers should use their professional judgement about the need to escort or supervise such visitors.

For visitors who are there in a professional capacity schools and colleges should 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. Schools and colleges should not ask to see the certificate in these circumstances).

Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children’s education, careful consideration should be given to the suitability of any external organisations

School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.

**Note:** The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors, see link <https://www.gov.uk/government/publications/using-external-visitors-to-support-online-safety-education-guidance->

**NOTE:** KCSiE 2024 Part Three Safer Recruitment on page 56 and 89 at paragraphs 305 to 318 provides clarity on Visitors to schools/colleges. See link [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)

We offer this guidance as a framework for schools, academies, and colleges to adjust and develop to ensure it fits your learning environments profile and mirrors the individual ‘safeguarding arrangements’ in place. It should also be referenced within and aligned to your school, academy, or college child protection policy

**Coronavirus and other contagious infections and viruses** – head teachers are responsible for ensuring that visitors to the site are effectively managed within the existing system of school control measures and risk assessments. Advice on keeping the school community safe and limiting the spread of the virus is available from [Health and Safety](#)

## 2. Guidance and Responsibilities

### Policy statement and principles

#### Our mission statement:

Banks Road Infant and Nursery School will provide a safe, secure and welcoming environment in which respect for cultural diversity, celebration of achievement and commitment to shared values fosters the growth of confidence and self-esteem in every child and their family.

The quality of teaching and learning will reflect the high value the school places on the achievement of all the pupils, reflecting diversity of race, equality of gender and awareness of individual need. The quality of care provided throughout the school day will promote independence and self-esteem in all pupils.

Careful planning of the curriculum and consistent assessment of pupil progress will ensure the provision of learning experiences which are appropriate to each child, building on present understanding in order to develop and extend skills and knowledge. Well informed transition between Key Stages will ensure progression and continuity of curriculum provision from the Foundation Stage to the end of Key Stage 1 and beyond to KS2.

Teaching and Support staff will be deployed across the school to best meet identified need. This will ensure that curriculum provision and the use of resources supports the school's stance on issues of equal opportunity in terms of race, gender and special educational need, contributing to the personal development of all pupils.

The school will encourage the growth of such personal qualities as empathy, consideration for others and the ability to co-operate; promoting community cohesiveness, fostering the development of self-discipline and the awareness that each person is responsible for their own actions.

#### Our vision statement:

***“A Home for Learning, Laughing, Caring and Trying”***

***A home for learning*** – with high standards of attainment, exciting enrichment opportunities in school, outdoors and in the wider community.

***A home for laughing*** – making learning fun, supporting and welcoming families so children are happy, safe and secure.

***A home for caring*** – nurturing and caring for our children and their families, appreciating individuality, identifying special needs early and loving teaching and learning.

***A home for trying*** – our BRILLIANT expectations help build resilient confident learners. We are ambitious and proactive always striving for excellence in all that we do.

### Child Protection and Safeguarding

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly training in recognizing and reporting safeguarding issues

Our policy applies to all staff, governors and volunteers working in the school and takes into account statutory guidance provided by the Department for Education and local guidance issued by the Nottinghamshire Safeguarding Children Partnership.

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We will ensure that all parents/carers, visitors and volunteers are made aware of our responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this school child protection policy

### **Child Protection and Safeguarding Statement**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Partnership (NSCP).

#### **Maintaining a child centred and coordinated approach to safeguarding:**

Everyone who works at Banks Road Infant and Nursery School understands they are an important part of the wider safeguarding system for children and accepts safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all our staff, including supply staff and volunteers will ensure their approach is child-centre and will be supported to consider, at all times, what is in the best interests of the child.

The Headteacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the school, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required. The day-to-day arrangements need to be understood by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school.

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

It should be included within the establishment's whole school child protection policy and referenced in the school's health and safety policy and access policy.

#### **Types of visitors**

There are several different types of legitimate visitors to a school:

- Visitors who attend the school in connection with children and who have a professional role i.e., social workers, SCIEO, educational psychologist, SEND officers, NCC HR officers, Officers from the Fair Access team, TETC team or other support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Visitors who attend the school in connection with the building, grounds, or equipment i.e. builders, contractors, maintenance staff or IT workers
- VIPs – Very Important People
- Other legitimate visitors i.e. parents, parent helpers, school governors,

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Visits should be planned to ensure they run smoothly considering the need to safeguard both children, the reputation of the school and the visitor. Where required, risk assessments should be undertaken. The head teacher or senior leadership team must be aware of visits in advance.

### **3. Procedures for ALL visitors**

Our school uses V-Pass, an electronic recording systems at the reception area for manual reporting signage for all visitors to the school.

***Our school, requires the following procedures to be followed:***

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to reception first and not enter the school 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.
- All Nottinghamshire County Council staff should show their photo ID card.
- *All visitors will be asked to sign the visitors’ record book or equivalent such as an electronic recording system which may include a photograph of the visitor being taken.*
- If the visitor is part of a large group of visitors a separate register may be used
- A visitor’s badge should be worn and displayed prominently.
- Visitors should wait in the reception area until an appropriate member of staff meets them to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors must 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 school 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 school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- School reception staff should check the signing in and out’ records regularly to monitor compliance with these procedures.
- The Head teacher or Designated Safeguarding Leads (DSLs) along with the nominated Safeguarding Governor should also monitor compliance with the agreed specified visitor’s policy procedures. Should any shortfalls be found, these should be addressed as a matter of urgency, to ensure children and visitors to the school are kept safe.

### **4. Special categories of visitor**

#### **4.1 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

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- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular areas 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 e.g., 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.

### **4.2 Nottinghamshire County Council staff**

Nottinghamshire County Council staff who visit schools 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<sup>1</sup> In these circumstances the statutory guidance<sup>2</sup> says:

*Schools and colleges must obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at the school or college that the school or college would otherwise perform. In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business. Where the 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 by as the ‘written notification’ required by the guidance.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for NCC. All Nottinghamshire County Council staff visiting schools carry photo identification.

Nottinghamshire County Council provides written confirmation that all staff who visit school in a professional capacity have had the appropriate safer working checks completed by the council. The letter is available [here](#) for schools to download and retain with their Single Central Record (SCR).

### **4.3 Staff from other agencies**

The same requirement as in 4.2 applies. If schools, academies, or colleges have ‘written notification’ from an agency that their staff have had all the appropriate pre-employment checks that the school or college 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 unsupervised contact with children.

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<sup>1</sup> Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies, and free schools. 31 August 2018

<sup>2</sup> Keeping Children Safe in Education. September 2023.

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#### **4.4 Contractors**

The statutory guidance<sup>3</sup> states:

*Schools and colleges **must** ensure that any contractor, or any employee of the contractor, who is to work at the school 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 several 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. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.*

*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.*

*Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.*

For building or maintenance contractors' schools should establish a formal agreement regarding access to specific areas of the building. This is likely to require building projects maintaining physical separation – fencing off the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

#### **4.5 Trainee teachers**

The statutory guidance<sup>4</sup> states:

*Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. If these trainee teachers are engaging in regulated activity relating to children (which in most cases by the nature of the work, they will be), an enhanced DBS certificate (including children's 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, schools and colleges should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school or college would otherwise be required to perform and that the trainee has been judged by the provider to be suitable to work with children.*

*There is no requirement for the school 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 school should have 'written notification' that appropriate checks have been made and have been reviewed annually.

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 school that appropriate checks have been made.

#### **4.6 External organisations**

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<sup>3</sup> Keeping Children Safe in Education September 2023

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School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required. Please note the statutory guidance in KCSiE 24 paragraphs 132, 150, which details guidance for reviewing online safety provision by external visitors.

**Note:** The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors, see link [Using external expertise to enhance online safety education: Guidance for education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/using-external-expertise-to-enhance-online-safety-education)

Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help schools and colleges enrich children’s education, careful consideration should be given to the suitability of any external organisations.

As with other visitors who have been checked by an external organisation, the school should have ‘written notification’ that appropriate checks have been made and have been reviewed annually and carry out appropriate risk assessments inline with KCSiE 24 paragraphs 292 to 295.

School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered, especially when online safety sessions or online teaching by external visitors including whether relevant checks being required.

### **4.7 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 of appointment for governors.

### **4.8 Parents and relatives**

DfE KCSiE 2021 Part Three states: *Schools and colleges 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 a sports day. Headteachers and principals 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.

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**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 6 or with the out-of-school care of children under 8. The implications of these regulations are set out in revised statutory guidance<sup>4</sup>. Nottinghamshire County Council has also issued guidance to schools<sup>5</sup>.

**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<sup>6</sup>).
2. Health staff, speech therapists, Educational Psychologists.

*‘Anybody involved in any form of health care provision for a child, **are specifically excluded** from the statutory definition of childcare, and are therefore not covered by the legislation.’ (Statutory Guidance). This includes school nurses, speech and language therapists and education psychologists*

3. 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).*

4. Ofsted inspectors

While not specifically referred to in the statutory guidance, Ofsted have informed NCC 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 8.

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<sup>4</sup> Disqualification under the Childcare Act 2006. [Statutory guidance for local authorities, maintained schools, academies, and free schools, DfE, 31 August 2018.](#)

<sup>5</sup> Guidance for Schools (Revised Sept 2018) available on the Schools portal - [Disqualification under the Childcare Act 2006](#)

<sup>6</sup> Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies, and free schools, DfE, 31 August 2018.

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*‘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 can confirm that all NCC employed staff 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**

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.

## **7. 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 normally be the head teacher or another member of the school’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 2023.

Any issues regarding the suitability of visitors to the school 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 Nottinghamshire 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 the school**

Any visitor to the school 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.

Schools, academies, and colleges should use the advice and procedures described within:

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- NCC and Police ‘School Safe Alert Protocol,’ revised June 2022, can be found in the Safeguarding section of the Schools Portal and the NSCP website: [www.nottinghamshire.gov.uk/nscp](http://www.nottinghamshire.gov.uk/nscp)
- Schools’ Emergency Plans should include arrangements for responding to ‘intruders’ and ‘lockdown arrangements’ in the event of a ‘malicious visitor.’ Relevant guidance can be found at:

<https://www.nottinghamshire.gov.uk/planning-and-environment/emergencies-and-disruption/school-emergencies>

## 9. Monitoring and Evaluation

Like all safeguarding policies schools 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 school policies:

- Whole School Child Protection Policy 2023/2024
- [HR Safer Recruitment Guidance available on the school’s portal](#)
- School Employee Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- [Nottinghamshire Safeguarding Children Partnership: Managing allegations procedures](#)
- KCSIE 2023 Part Four: Allegations made against/Concerns raised in relations to teachers, including supply teachers, other staff, volunteers and contractors has two sections covering the two levels of allegation/concern: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>  
Has two sections covering the two levels of allegation/concern:
  1. Allegations that may meet the harms threshold.
  2. Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns.’ These procedures should be consistent with local safeguarding procedures and practice guidance.
- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2018 – Statutory Guidance for Schools
- [Coping with a School Emergency / School Emergency Plans](#)
- Access Policy
- The UKCIS external visitors’ guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors.

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**Document History**

Lead HR Business Partners	Fran Waldrom/Ellen Cottee
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NSCP Service Manager Partnerships and Planning	Samantha Harris
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**Guidance on visitors including VIPs to school.**

DATE OF REVIEW BY GOVERNING BOARD: March 2026

This policy was reviewed and ratified by the Governing Board in:  
 March 2026

Signed: Chair of Governors \_\_\_\_\_

Date: \_\_\_\_\_