

Visitors and VIP Guidance



Approved by	<i>L. Jordan</i>
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1. Policy Statement

The Welbeck Federation of Schools is committed to safeguarding and promoting the welfare of all children and young people. We recognise that visitors make an important contribution to school life, supporting learning, enrichment, governance, partnership working and community engagement. However, safeguarding remains paramount at all times.

This policy outlines the procedures and expectations for all visitors to any school within The Welbeck Federation and should be read alongside the Federation's Child Protection and Safeguarding Policy, Health and Safety Policy, Lockdown Policy, Staff Code of Conduct and Safer Recruitment Policy.

This policy applies to all visitors, including professionals, governors, contractors, volunteers, parents, VIPs and external organisations.

2. Aims

The Federation aims to:

-  Maintain a safe, secure and welcoming environment for pupils, staff and visitors.
-  Ensure all visitors are appropriately managed and supervised.
-  Minimise safeguarding risks arising from visitors on site.
-  Promote a culture where safeguarding is everyone's responsibility.
-  Ensure compliance with current safeguarding legislation and guidance.

3. Roles and Responsibilities

<i>Executive Headteacher</i> The Executive Headteacher is responsible for:  Ensuring effective implementation of this policy.  Overseeing visitor management systems and procedures.  Ensuring appropriate risk assessments are undertaken.  Supporting safeguarding processes relating to visitors.  Taking appropriate action regarding concerns about visitors.	<i>Designated Safeguarding Leads (DSLs)</i> DSLs are responsible for:  Advising on safeguarding risks associated with visitors.  Responding to concerns regarding visitor conduct.  Recording and managing safeguarding concerns.  Liaising with external agencies where required.
<i>Staff</i> All staff are responsible for:  Challenging unknown adults on site appropriately.  Ensuring visitors follow school procedures.  Reporting any safeguarding concerns immediately.  Maintaining vigilance throughout the school day.	<i>Governors</i> Governors are responsible for:  Monitoring implementation of this policy.  Ensuring appropriate safeguarding arrangements are in place.  Supporting regular review of visitor management procedures.

4. Categories of Visitors

Visitors may include:

Professional Visitors Such as: 🌐 Social workers 🌐 Educational psychologists 🌐 Speech and language therapists 🌐 Health professionals 🌐 Local Authority officers	Curriculum and Enrichment Visitors Such as: 🌐 Sports coaches 🌐 Artists and musicians 🌐 Authors 🌐 External speakers 🌐 Alternative provision providers 🌐 Charity representatives <i>The Federation will ensure that any content delivered is age-appropriate, supports the curriculum and reflects Federation values.</i>
Contractors Such as: 🌐 Builders 🌐 Electricians 🌐 Grounds maintenance staff 🌐 Facilities contractors 🌐 IT engineers	Volunteers, Parents and Carers Including: 🌐 Reading volunteers 🌐 Event helpers 🌐 Parents attending meetings 🌐 Relatives attending performances and assemblies
VIPs Including: 🌐 Local councillors 🌐 Members of Parliament 🌐 Civic leaders 🌐 Faith representatives 🌐 Public figures 🌐 Authors and notable guests	

5. Visitor Procedures

Before the Visit

Where possible:

- 🌐 Visits should be arranged in advance.
- 🌐 Staff must notify school leaders of planned visitors.
- 🌐 Safeguarding considerations should be discussed before the visit.
- 🌐 Risk assessments should be completed when necessary.

Arrival Procedures

All visitors must:

- 🌐 Report to the main reception.
- 🌐 State the purpose of their visit.
- 🌐 Present identification when requested.
- 🌐 Sign in using the school's visitor management system.

-  Wear a visitor badge at all times.
-  Visitors must not enter through other entrances unless authorised.

During the Visit

Visitors must:

-  Follow all school safeguarding expectations.
-  Remain within agreed areas of the site.
-  Be accompanied where required.
-  Never be left unsupervised with pupils unless appropriate checks have been confirmed.
-  Report safeguarding concerns immediately to a DSL.
-  Refrain from taking photographs or using mobile phones unless authorised.

Departure Procedures

Before leaving, visitors must:

-  Sign out.
-  Return visitor badges.
-  Exit via the designated reception area.

Visitor records will be retained in accordance with Federation procedures.

6. Special Arrangements for VIP Visitors

All VIP visits must be approved by the Executive Headteacher, Deputy Headteacher or a designated senior leader.

Planning should include:

-  Purpose of the visit.
-  Educational benefit.
-  Supervision arrangements.
-  Risk assessment where appropriate.
-  Consideration of reputational and safeguarding risks.

VIP visitors must never have unsupervised access to pupils.

Safeguarding expectations remain unchanged regardless of a visitor's profile or status.

7. Governors

Governors visiting schools within the Federation will follow standard visitor procedures.

Where governors undertake roles involving unsupervised contact with children, appropriate DBS requirements must be met.

8. Contractors

The Federation will ensure safeguarding requirements are clearly communicated to contractors.

Where necessary:

-  Appropriate DBS checks must be evidenced.
-  Work areas will be separated from pupils.
-  Contractors without appropriate checks will be supervised at all times.
-  Access will be restricted to agreed areas of the site.

9. External Organisations and Speakers

Before hosting external organisations or speakers, the Federation will:

-  Assess educational value.
-  Review content for suitability.
-  Confirm safeguarding arrangements.
-  Obtain written confirmation of appropriate checks where required.
-  Complete risk assessments as necessary.

Schools will ensure that external contributions promote British Values and align with safeguarding expectations.

10. Parents and Relatives

Parents and relatives attending school events generally do not require DBS checks.

However, they must:

-  Follow school expectations.
-  Remain within designated areas.
-  Adhere to Federation guidance regarding photography and filming.
-  Respect safeguarding and confidentiality arrangements.

School leaders will determine when supervision is required.

11. Raising Awareness with Pupils

Pupils will be taught:

-  To remain with school staff.
-  To report concerns about unfamiliar adults.
-  To follow staff instructions during visits and events.
-  Who to speak to if they feel worried or unsafe.

This forms part of the Federation's safeguarding curriculum.

12. Concerns About Visitors

Any concern regarding a visitor's behaviour, suitability or conduct must be reported immediately to the DSL or Headteacher.

The DSL will:

-  Assess and record concerns.
-  Determine appropriate actions.
-  Liaise with external agencies where required.

Where concerns indicate harm or risk of harm to a child, safeguarding procedures and statutory guidance will be followed without delay.

13. Unknown, Uninvited or Malicious Visitors

Any adult on site without identification or a valid reason for being present should be challenged politely.

Staff should:

1. Ask if assistance is required.
2. Escort the individual to reception if appropriate.
3. Inform a senior leader immediately.

If an individual refuses to comply:

-  Staff must not place themselves at risk.
-  Senior leaders should be informed immediately.
-  Police should be contacted where necessary.
-  The incident must be recorded.

Where a threat to safety exists, lockdown procedures will be implemented in line with Federation arrangements.

14. Monitoring and Review

The effectiveness of this policy will be monitored through:

-  Safeguarding audits.
-  Visitor record checks.
-  Leadership monitoring.
-  Governor oversight.
-  Incident reviews where applicable.

This policy will be reviewed annually or sooner if required by changes to legislation, guidance or Federation procedures.

15. Linked Policies

This policy should be read alongside:

-  Child Protection and Safeguarding Policy
-  Staff Code of Conduct
-  Safer Recruitment Policy
-  Health and Safety Policy
-  Lockdown Policy
-  Behaviour Policy
-  Online Safety Policy
-  Whistleblowing Policy
-  Data Protection Policy

16. Legislative and Guidance Framework

This policy is informed by:

-  Keeping Children Safe in Education (KCSIE)
-  Working Together to Safeguard Children
-  Education Act 2002
-  Children Acts 1989 and 2004
-  Childcare Disqualification Regulations 2018
-  Health and Safety at Work Act 1974
-  Data Protection Act 2018 and UK GDPR
-  Counter-Terrorism and Security Act 2015 (Prevent Duty)