

**STOUR VALE
ACADEMY
TRUST**

VISITORS TO OUR SCHOOLS AND SETTINGS

TRUST GUIDANCE

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1. Introduction

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

The responsibility for this lies with us all. DfE Keeping Children Safe in Education 2026 page 7 tells us that ***All staff have a responsibility to provide a safe environment in which children can learn*** and there will be occasions when schools and settings 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.

2. Guidance and Responsibilities

Policy statement and principles

As a Trust we are committed to safeguarding children and young people, and we expect everyone who attends any of our schools or settings to share this commitment.

Linked statutory policies include Staff Code of Conduct, safer recruitment policy, allegations against staff, complaints, pupil behaviour, children missing education, online safety, child on child abuse and sexual violence and sexual harassment between children policy and procedures.

The Headteacher is responsible for implementing this guidance and managing visitors to the school and ensuring that the appropriate members of staff have access to the SCR and/or Letters of assurance to enable appropriate checks to be made. Day-to-day arrangements must 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.

Types of visitors

There are several different types of visitors to a school:

- Visitors who attend the school in connection with children and who have a professional role i.e., staff members from other Trust schools and settings including the Trust Central Team, social workers, educational psychologists or other support workers or health related professionals.
- Visitors attending to work with children in roles such as supply staff, peripatetic tutors and sports coaches
- Visitors who attend the school in connection with the building, grounds, or equipment i.e. builders, contractors, maintenance staff or IT workers
- Other legitimate visitors i.e. parents, parent helpers, school governors and trustees

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 should usually be aware of visits in advance.

3. Procedures for ALL visitors

Our schools and settings will follow the principles below:

- 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 wider Trust staff, whether from another school or setting or from the Trust Central Team should show their photo ID card.
- All visitors will be asked to sign in to the visitors' system (either paper or digital) this 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 will be issued and should be worn and displayed prominently.
- Visitors will be issued with a safeguarding information leaflet explaining responsibilities and who to contact if they have any concerns.
- Where applicable, because food is to be provided during the visit, the Allergy Policy will be followed.
- Visitors will be made aware of the relevant evacuation information.
- 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 checks in place confirmed by a 'letter of assurance'
- 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. Categories of visitor

4.1 Staff from other parts of Stour Vale

This will include both staff from other schools and settings as well as staff from the Central Team.

For Staff visiting from another school or setting on an occasional basis, they can be signed in as a visitor and fully escorted.

For Staff attending from another school or setting on a more regular basis, a letter of assurance can be requested from either the school, setting or central team accordingly and should then be recorded on the SCR. On arrival the staff member's ID card should be checked against the SCR. A completed record means they can be allowed unescorted access to the site.

For Staff attending from the central team, their checks are recorded on the Central Team SCR which each school and setting has access to. That should be checked each time the staff member visits. A completed record means they can be allowed unescorted access to the site.

4.2 Staff from other organisations (for example supply staff, sports coaches, peripatetic teachers, nurses, educational psychologists, staff from schools outside of our Trust)

Schools and settings should ensure they have a compliant 'Letter of Assurance' from the organisation who are providing staff to work with children. This should confirm that the named individual has had all of the appropriate pre-employment checks that the school or setting would otherwise be required to perform including an Enhanced DBS with barred list check.

Reception staff will need to check this is in place before allowing access to buildings. A completed record means the visiting staff can be allowed unescorted access to the site.

If this is not available, these staff will need to be fully escorted at all times.

4.3 Contractors (for example buildings / maintenance / IT)

This group of visitors will be attending to work on buildings or equipment rather than with staff or pupils.

For building or maintenance contractors' schools and settings 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.

On arrival the individual's identity and reason for attending should be confirmed and ID checked. The relevant DBS check, as described below will need to be confirmed either through a letter of assurance or production of the certificate.

The statutory guidance¹ 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.

4.4 Trainee teachers

For trainee teachers (salary routine) employed by the Trust, safer recruitment checks will be recorded on the SCR. If they are usually based at a different school or setting within the Trust the above guidance for all Trust staff applies.

For trainee teachers who are not employed by the Trust but who are undertaking a placement, it is the responsibility of the initial teacher training provider to carry out all necessary checks, schools and settings 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. Once confirmed they will be allowed full unescorted access to the building.

Tutors of trainee teachers attending to support the trainee should be treated as a visitor and fully escorted.

4.5 Volunteers

Volunteers will should have their checks recorded on the school or settings Single Central Record. Where they have been issued with a School or Settings ID card they will be able to enter in the same way as other members of staff. Where they are required to sign in as a visitor, Reception staff should check the SCR before allowing them entry to the school. Once confirmed they can then be allowed unescorted access to the site.

4.6 Governors

Governors should follow the same procedures as other visitors when coming into school.

4.7 Parents and relatives

DfE KCSiE 2026 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.*

4.8 Ofsted

Ofsted staff who visit our school or settings will have appropriate checks in place. All OFSTED representatives will carry an ID card which will show the inspectors:

- Photograph
- Name
- Identification number

The lead inspector will share the names of the inspection team with the school or setting during the notification call. Please check these names against inspectors' ID badges when they arrive and record them according to your usual visitor protocols.

There's no requirement for you to take a copy of the information on the ID badges, but they must be worn by inspectors at all times while visiting your school.

If you have a no-notice inspection, inspectors will usually contact the regional inspection support team when they arrive at your school and gain access to the premises.

5. 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 2026.

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.

6. 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.

7. Monitoring and Evaluation

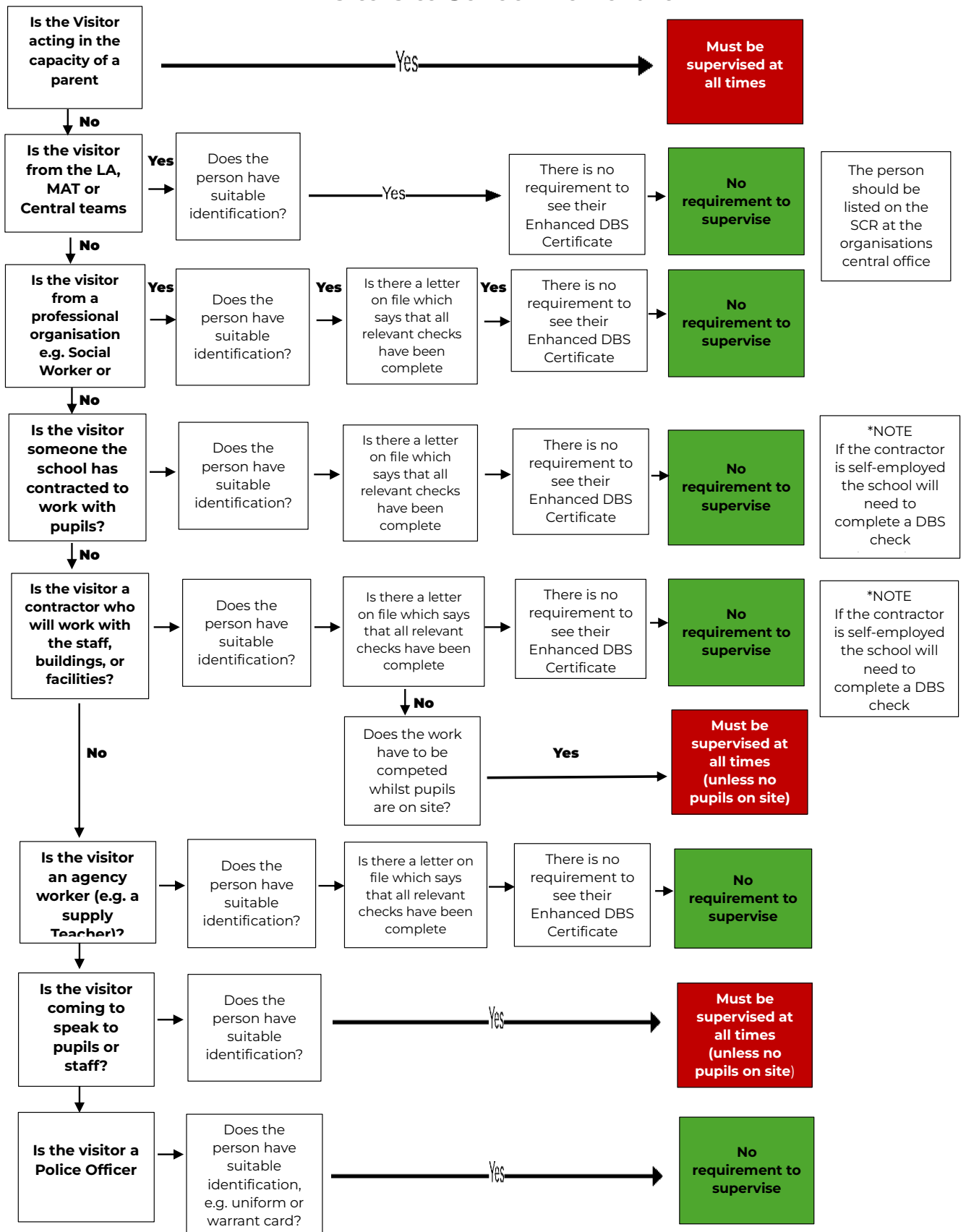
Like all safeguarding policies schools should monitor and evaluate its implementation and effectiveness on a regular basis.

8. Linked policies

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

- Recruitment and Selection Policy
- Managing Allegations against Adults
- Safeguarding and Child Protection Policy.

Visitors to School Flowchart



NOTE: Guidance in this flowchart is believed to be correct at the time of writing but should be read in conjunction with the latest edition KSSIE