



# THE LOUGHBOROUGH Schools Foundation

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Policy Title: Guidance on Visitors

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## **Guidance on Visitors**

This guidance is intended to help the schools manage visitors in a way that ensures the safety of pupils and adults on the campus. The responsibility for this lies with the Governors, Heads and the Chief Operating Officer (COO).

The Heads and the COO are responsible for implementing this guidance and managing visitors to the schools. The day-to-day arrangements need to be understood by all staff. All members of staff have a responsibility to ensure that visitors to the schools are properly welcomed and managed safely within the campuses.

All staff should be made aware of this guidance and that it applies to all visitors equally. It should be used in conjunction with the Child Protection and Safeguarding Policy, the Health & Safety Policy and KCSIE. All of which can be found on [the HR MIS System](#). Ideally, the relevant Head and SLT should be aware of visitors in advance, the visits should be planned to ensure they run smoothly taking into account the need to safeguard the pupils, the reputation of the schools and the visitor.

There are a number of different types of legitimate visitors to the schools, in each instance, the following guidance should be followed, and the necessary action carried out with regard to the checks required by the organiser of the visitor, HR and/or the Compliance Manager for H&S Risk Assessments.

### **Procedure for ALL visitors**

- Wherever possible, visits to the schools should be pre-arranged.
- All visitors must report to Reception first and not enter the school via any other entrance.
- Visitors must be asked to sign the visitors' book or equivalent such as an electronic recording system.
- A visitor's badge/lanyard should be worn and displayed prominently during the period of the visit.
- Visitors should be met by an appropriate member of staff and escorted to their destination as well as escorted off the premises at the end of their visit as appropriate.
- If there are any concerns in relation to the validity of the visitor's identification, staff should seek to confirm this with the visitor's employer/organisation.
- Visitors should not be alone with pupils unless it is a legitimate part of their role.
- On departure, visitors should leave via reception, sign out and return their visitor badge/lanyard and be seen to leave the premises. Reception staff should check the 'in-out' records regularly to monitor compliance with these procedures.

## **Type of Visitor**

### **Visiting Speakers i.e. Assemblies/Presentations**

#### **Action Required**

Speakers invited by a member of staff or have brief contact with pupils/other staff, i.e. to give a talk or presentation in assembly, should be met and escorted at all times by a member of staff. The visitor is required to present photo ID.

Where a speaker is addressing pupils (no matter how big the group), the member of staff responsible for the visit must ensure that the content of the speaker's address meets the requirements of Prevent which precludes the promotion of radical political views in schools. The aim is not to prevent pupils from being exposed to political views or from discussing political issues in school, but pupils should not, however, be actively encouraged by teachers or others to support particular political viewpoints. In addition, where political issues are discussed, we have a duty to ensure that a 'balanced presentation of opposing views' is given.

Before booking a visiting speaker, the member of staff must, as a minimum, undertake a brief internet search to satisfy him-/herself that there is no history of radicalisation. At this point he/she must seek approval for the speaker from the Deputy Head.

Once approved, the member of staff inviting the visiting speaker must request a briefing by the speaker on the content of the address in advance of the visit (this means at least 24 hours beforehand and may take the form of a phone conversation, or a written abstract or transcript). If in any doubt as to whether there is a risk of failing to meet the school's responsibilities in respect of the standards above, the member of staff must seek the advice of the Head or a Deputy Head before the visitor's address can go ahead.

If a member of staff feels that a speaker's words are promoting partisan ('extremist') views, he or she must step in to halt the address. If a speaker is unwilling to moderate his or her expression, then the address must be concluded.

## **Type of Visitor**

### **One day workshops i.e. Author or Artist**

#### **Action Required**

**If the visitor is dealing with groups of pupils and there will always be a Teacher present then;**

- The visitor must present photo ID on arrival.

**If the visitor's work requires them to work alone with a pupil on a one/one basis, then;**

- Member of staff should obtain written confirmation from the visitor's employer/organisation in advance of the visit that they have carried out the appropriate checks eg DBS. Please use the form at Appendix 1 which should be forwarded to the school's DSL for retention.
- Under no circumstances can the visitor work with the pupil prior to confirmation of the appropriate checks having been completed and them being satisfactory.
- The visitor must present photo ID on arrival.

### **Type of Visitor**

**Practical Demonstrations i.e. Chemistry demo, Drama or Sports activity**

### **Action Required**

**If the visitor is carrying out a group practical demonstration, and there will always be a Teacher present, then;**

- The member of staff must provide the Compliance Manager with the person's full name and their employer/organisation, a H&S Risk Assessment and Public Liability Insurance document in advance of the visit.
- The visitor must present photo ID on arrival.

### **Type of Visitor**

**Multiple/Regular Visits i.e. Volunteers, Coaches; Sports, Chess Club, Ballet etc**

### **Action Required**

**If the visitor is employed/contracted by a 3rd party, then;**

- The member of staff arranging the visits is responsible for obtaining written confirmation from the visitor's employer/organisation **before** the visit(s) that they have been vetted. Please use the form at Appendix 1 which should be forwarded to the school's DSL for checking/retention.
- The visitor must present photo ID on their first visit and the member of staff should take and retain a photocopy.
- The member of staff must provide the Compliance Manager with a copy of their Public Liability Insurance document, qualifications, and a H&S Risk Assessment in advance of the first visit

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### **Action Required**

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- The member of staff arranging the visits is responsible for obtaining written confirmation from the visitor's employer/organisation **before** the visit(s) that they have been vetted. Please use the form at Appendix 1 which should be forwarded to the school's DSL for checking/retention.
- The visitor must present photo ID on their first visit and the member of staff should take and retain a photocopy.
- The member of staff must provide the Compliance Manager with a copy of their Public Liability Insurance document, qualifications, and a H&S Risk Assessment in advance of the first visit

**If the individual is a volunteer, or paid by LSF via payroll, or invoice directly by parents, then;**

- The member of staff arranging the visits needs to contact HR, a minimum of 4-weeks **before** the first visit to give HR sufficient time to carry out a range of vetting checks. Please use the form at Appendix 2.
- The member of staff will be required to obtain a signed Authority to Recruit if the individual is to be paid via payroll or invoice. HR can provide further information.
- Under no circumstances can the individual volunteer/work prior to HR confirming that all checks have been completed and they are satisfactory.
- The member of staff should inform the school's DSL of the individual, planned visits and contact details. The DSL will carry out any required safeguarding-related training.
- The member of staff responsible for the individual must inform HR promptly when the visits cease.

**Type of Visitor**

**Parents**

**Action Required**

Parents visiting a member of staff or have brief contact with pupils i.e. to discuss their son/daughter's progress should be met and escorted at all times. No further checks will be necessary on these occasions.

**Type of Visitor**

**Parent Helpers i.e. assisted reading**

**Action Required**

**If the parent helper is dealing with groups of pupils and there will always be a Teacher present, then;**

- The visitor must present photo ID  
It is highly recommended that if this is to be a regular occurrence (once a fortnight or more) than the parent helper should be vetted as a Multiple/Regular Visitor (please see above). Please contact HR for advice.

## **Type of Visitor**

### **Nearly New Uniform Shop i.e. Parent helpers (with no teacher presence)**

#### **Action Required**

**Teachers are not present to accompany parent helpers in the nearly new shop, therefore;**

- In all cases, a range of vetting checks need to be carried out by HR **before** they are permitted to assist in the shop. A minimum of 4-weeks' notice is required to give HR sufficient time to carry out the checks and ensure they are satisfactory.
- HR will inform the school's DSL of the parent helper and contact details. The DSL will carry out any required safeguarding-related training.
- HR should be informed promptly when the parent helper ceases to volunteer.

#### **Independent Schools Inspectorate (ISI)**

ISI have provided written confirmation that all ISI staff who would visit a school as part of the Inspection process have been through an Enhanced DBS check, will abide by the schools child protection and safeguarding policy and adhere to the requirements for all visitors as described above.

In all of the examples given above, the member of staff either organising the visit or who is host for the day must ensure that the visitor knows that he/she must use the Staff Toilets only.

If any member of staff requires advice as to what the appropriate checks are for visitors please contact HR without delay.

**All staff are required to make themselves aware of this guidance and to follow it. A blatant failure to do so or a member of staff who repeatedly fails to follow the guidance may be subject to disciplinary action.**

#### **Training**

All staff are required to undertake safeguarding and Prevent training. The term "staff" has a wide definition and includes people paid via payroll, via an invoice or directly by parents.

The member of staff responsible for the individual working at LSF is required to brief them on the training requirements, ensuring they understand the training isn't optional. The cost of the individual carrying out the training needs to be factored in.

A regular visitor who is employed/contracted by a 3<sup>rd</sup> party may require safeguarding and/or Prevent training dependant on their role and whether it has been carried out by another organisation.

## Appendix 1

### Confirmation of Third Party Checks

An organisation sending individuals to work at a school are required to provide the school with written confirmation that appropriate vetting checks have been undertaken.

<b>Name of organisation</b>			
<b>Name of employee/worker</b>			
<b>Job title of employee/worker</b>			
<b>Date(s) of visit to school</b>			
<p><b>I confirm that I have read the latest version of Keeping Children Safe in Education and I am/the organisation is aware of my/its' duties and obligations in respect of vetting and supplying staff to an educational establishment.</b></p> <p><b>I confirm that the following vetting checks have been undertaken by the organisation, and considered satisfactory:</b></p> <ul style="list-style-type: none"> <li>• <b>Personal and address identification verified</b></li> </ul>			
Name of checker		Date when check completed	
<ul style="list-style-type: none"> <li>• <b>Two written references obtained</b></li> </ul>			
Name of checker		Date when check completed	
<ul style="list-style-type: none"> <li>• <b>Employment history checked and reasons for gaps explained</b></li> </ul>			
Name of checker		Date when check completed	
<ul style="list-style-type: none"> <li>• <b>Medical history checked and individual fit to carry out duties</b></li> </ul>			
Name of checker		Date when check completed	
<ul style="list-style-type: none"> <li>• <b>Original, relevant qualification certificates checked</b></li> </ul>			
Name of checker		Date when check completed	
<ul style="list-style-type: none"> <li>• <b>Individual has the right to work in the UK</b></li> </ul>			
Name of checker		Date when check completed	
<ul style="list-style-type: none"> <li>• <b>Overseas check – had the individual lived or worked abroad for 3 months or more within the 5-year period before s/he commenced employment with you/the organisation? If the answer is yes please provide full details.</b></li> </ul>			
Details of checks			
Name of checker		Date when check completed	
<ul style="list-style-type: none"> <li>• <b>Enhanced DBS check (with barred list information)</b> <b>If the individual is also on the DBS Update Service please include</b></li> </ul>			

<b>when this was last checked.</b>			
Name of checker		Date when check completed	
DBS reference number		DBS issue date	
<ul style="list-style-type: none"> <li><b>Prohibition from teaching check (applicable for all those undertaking a teaching/coaching/nursery/TA role)</b></li> </ul>			
Name of checker		Date when check completed	

**Signed:** ..... **Print Name:** .....

**Position:** ..... **Date:**.....

Please return this form to the designated school/department at least one week prior to the individual visiting the school/department.

Please note that the individual will be required to present photo ID upon arrival.

Appendix 2

**Peri Staff/Regular Visitor**

<b>Name of supervisor</b>	
<b>Name of school/dept</b>	
<b>Name of person to be vetted</b>	
<b>Mobile no.</b>	
<b>Email address</b>	
<b>Is this person a volunteer?</b>	
<b>If this person is to be paid, how will they receive payment?</b>	
<b>When is the person due to start?</b>	

**Please send this completed form to HR a minimum of 4-weeks prior to the individual's start date.**