



## THE SHROPSHIRE GATEWAY EDUCATIONAL TRUST

### Visitors Policy

<b>Author</b>	Trust Head of Finance, Business and operational organisation
<b>Review Cycle</b>	Every two years
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<b>Approved By</b>	Heads Board
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### **1.0 Introduction**

The Shropshire Gateway Educational Trust is committed to uphold the principle that all staff have a responsibility to provide a safe environment in which children can learn. In upholding that principle, the trust has adopted a number of policies relating to child protection and welfare. The visitors' policy has been developed to work alongside these core documents in order to support a robust and consistent approach for dealing with visitors to the school.

### **2.0 Aims and Scope of this Policy**

The Trust recognises that, because of the different environmental factors, staffing levels and specific risks, schools may adopt slightly different approaches to processing visitors. Nevertheless, the Trust is committed to ensuring that robust and consistent measures are in place across the organisation. The Trust believes that by adopting this principle schools, staff, pupils, parents/carers, contractors and other visitors will benefit from understanding what to expect from consistency and a familiar approach to dealing with visitors to any Trust school.

All staff and volunteers are able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime via the Trust's Whistle Blowing Policy.

### **3.0 Roles & Responsibilities**

Directors are responsible for an overview of Safeguarding arrangements for all of its schools and for ensuring that the requirements set out in this policy implemented within each school.

Each Local Governing Body within the Trust is responsible for ensuring that the school implements the School's and Trust Safeguarding Policies, including the Visitors' to School Policy.

Each Headteacher is responsible for ensuring that the policies and procedures adopted by the Board of Directors are followed by all staff and that the risk assessments described within the Visitors Policy are undertaken and follow best practice.

All staff are responsible for following the requirements set out in this policy and ensure that visitors to school are treated in a professional manner. Staff are also responsible for adopting an attitude of 'it could happen here' and for taking appropriate action where the policy is not being adhered to.

### **4.0 Processing Visitors to Trust Schools**

- Reception staff will often provide the visitor with their first impressions of the school and therefore all visitors will be welcomed in a friendly, courteous and professional manner.
- In line with the requirements of the DfE's Keeping Children Safe in Education guidance, all Trust staff must maintain an attitude of 'it could happen here' where safeguarding is concerned.
- All visitors will be required to sign in at reception. On no account should visitors enter the building in the first instance through anything other than the main entrance.
- All visitors will be issued with an appropriate visitor badge. Where appropriate, a record will be kept of the badge number issued to an individual and visitors will be required to wear the badge at all times.

- All visitors will be given an overview of key information: fire evaluation procedure and safeguarding information.
- At primary schools all visitors will be required to leave their mobile phone at the reception office.
- Reception staff will check the identity of contractor (including agency/supply) staff and volunteers on arrival.
- In all cases reception staff will check that the person presenting themselves for work is the same person on whom the checks have been made.
- Where a visitor is issued with a Red Lanyard, it is the responsibility of the members of staff who invited the visitor to attend to ensure that appropriate supervision arrangements are in place. On no account should any person issued with a red lanyard be admitted to the school before the nominated member of school staff has come to collect them from the reception area.
- At the end of their visit all visitors are required to sign out at reception and hand back their visitors' badge.
- Visits should be planned to ensure they run smoothly taking into account the need to safeguard students, the reputation of the school and the visitor. For planned visits where visitors will be coming into contact with students, a visitor's form should be completed and sent to the Headteacher for approval (see Appendix B). Headteachers in smaller schools may use this at their discretion as they often have more direct oversight. Where appropriate, risk assessments should be undertaken. The Headteacher or Senior Leadership Team should be aware of visits in advance.

#### **4.1 Identification Badges**

- **Green Lanyard Badges:** With photo identification will be issued to all members of Shropshire Gateway Educational Trust Staff. All staff have been subject to the necessary checks and no further form of identification is required. When visiting other schools, staff will nevertheless be required to adhere any specific arrangements within the school they are visiting.
- **Yellow Lanyard Visitor Badges:** Will be issued to visitors who have been subject to the appropriate DBS checks. Anyone issued with a yellow lanyard will be authorised to work unsupervised when carrying out their work. Governance (Directors and local governing bodies) are issued individual lanyards once all necessary checks upon appointment are complete. It is the responsibility of reception staff to ensure that the correct lanyard is issued.
- **Red Lanyard Visitor Badges:** Will be issued to visitors for whom no DBS checks have been undertaken or where that individual's DBS status is unknown. Anyone issued with a red lanyard must not be left unsupervised or allowed to work in a regulated activity. It is the responsibility of reception staff to ensure that the correct lanyard is issued.
- Schools are not able to request DBS information of parents, carers and relatives and therefore red lanyard badges will be issued by default.

It is important that all staff and pupils are aware the distinction between lanyards. The Trust expects all staff to challenge or raise the alarm, in an appropriate and professional manner, if they observe an unsupervised person in school who is not wearing a visitor's badge or wearing a visitor's badge with a Red Lanyard.

### **5.0 Supply Staff/Third Party Providers**

For supply staff employed by an agency and third party providers, schools should ensure that written confirmation has been received from the agency that the member of supply staff/staff in question has the relevant checks carried out and obtained the appropriate certificates. Details of this will be entered onto the school's Single Central Record. Details of all agency staff/third party staff will be available within each school's reception office to ensure that the necessary processes described in section 4 can take place.

### **6.0 Volunteers**

Under no circumstances should a volunteer in respect of whom no DBS checks have been obtained be left unsupervised or allowed to work in regulated activity<sup>1</sup>.

Volunteers who, on an unsupervised basis teach, or look after children regularly, or provide personal care on a one-off basis in schools and colleges, will be in regulated activity. The school or college should obtain an enhanced DBS certificate (which should include barred list information).

Headteachers must decide whether to obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis. Further information and factors to consider can be found in the DfE's Keeping Children Safe in Education guidance.

Details of all volunteers will be available within each school's reception office to ensure that the necessary checks and actions described in section 4 can take place.

### **7.0 Contractors**

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. The trust is committed to 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 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.

Details of all contractors' staff will be available within each school's reception office to ensure that the necessary checks and actions described in Section 4.0 of this policy can take place.

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)

**Appendix A: Visiting Speaker/Performer Form**

<b>Date of Event</b>	
<b>Time of Event</b>	
<b>Purpose of speech/ performance (including year groups involved)</b>	
<b>Name of speaker/performer and organisation</b>	
<b>How did you become aware of this visitor?</b>	
<b>Brief biography of speaker/performer/ organisation (continue on additional page if necessary)</b>	
<b>Confirm that research (e.g.: internet search) has been carried out on the speaker/event, and the organisation they are affiliated to – record detail</b>	
<b>Name of link person to liaise with school</b>	
<b>Contact details for link person</b>	
<b>School staff member responsible for visit / supervision</b>	
<b>Venue/Room</b>	
<b>Confirm that you agree to ensure that the speaker is accompanied at all times, whilst on the premises</b>	<p style="text-align: center;">YES                  NO</p> <p>Detail:</p>
<p><b>Authorisation by Headteacher:</b></p> <p>Having assessed the level of risk I am satisfied that this speaker/visit is suitable and that the planned event can go ahead.</p> <p>OR</p> <p>Having completed this risk assessment I have reflected on the evidence, and made the decision that this visit <b>MUST NOT</b> go ahead. (Headeacher to take appropriate action)</p>	<p>..... (sign and date)</p> <p>Event <b>MUST NOT</b> go ahead and has been cancelled by the Headteacher</p> <p>..... (sign and date)</p>

If speaker/performer will be unaccompanied at any time or if they are likely to visit again in the future please liaise with the office to ensure that the appropriate checks are in place for them to be unsupervised on in regulated activity.

Post visit feedback:

### Visiting Speaker/Performer Agreement

We understand the importance of visitors and external agencies to enrich the experiences of our students.

In order to safeguard our children and young people we expect all visiting speakers to read and adhere to the statements below.

- any messages communicated to students support fundamental British Values and our school values;
- any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals;
- any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies;
- activities are properly embedded in the curriculum and clearly mapped to schemes of learning to avoid contradictory messages or duplication;
- activities are matched to the needs of students;
- visitors will also be accompanied by a member of staff at all times.

Signed:.....

Date: .....