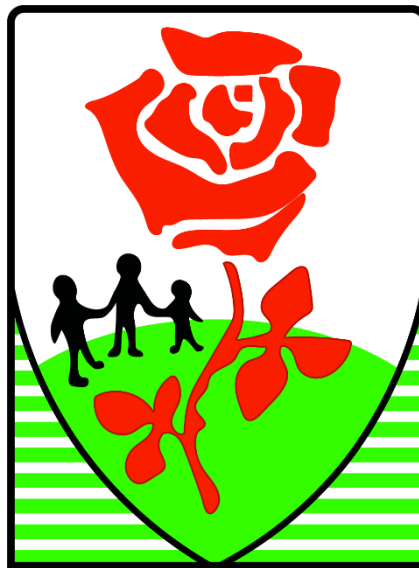


Rosehill School

Visitors Policy



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Statutory or non-statutory	Statutory

For Practitioners from Other Agencies (e.g., Private Sports Companies/ Tutors/ Therapists) please request the schools Extra-Curricular Clubs/ Activities Policy and Procedures (Including Working with External Providers and Practitioners).

Please see the Contractors Policy for further procedures and guidance regarding contractors.

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1. Introduction

Visitors are welcome and contribute to the life and work of the school in many ways. The learning opportunities and experiences they bring are encouraged and appreciated. It is the school's responsibility, however, to ensure that the security and welfare of the pupils is not compromised at any time. The school is equally responsible to the whole school community for ensuring that visitors comply with the guidelines.

It is our aim to safeguard all pupils, whether it be during school time or extra-curricular activities which are arranged by the school. We aim to ensure all can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

At Rosehill, we have established a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, the Governing Body, visitors and parents and conform to child protection guidelines. This policy outlines all the information required by visitors, and aligns with our overarching safeguarding and child protection policy and procedures.

Visitors should make sure they comply with the school's procedures and understand what they need to do to keep children and young people safe. Failure so to do may result in the visitor's escorted departure from the school site.

Under no circumstances should a visitor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.

2. Guidance and Responsibilities

The head teacher and Chair of Governors are responsible for implementing this guidance and managing visitors to this 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 should be made aware of this guidance and that it applies to all visitors equally, including VIP's.

All breaches of this procedure must be reported to the head teacher.

Types of Visitor

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, educational psychologist, SEND officers, other support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic teachers/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 Persons
- Other legitimate visitors i.e. parents, parent helpers, school governors.

Visits should be planned to ensure they run smoothly considering the need to safeguard both pupils, the visitor, and the reputation of the school. Where required, risk assessments should be undertaken.

The head teacher or senior leadership team should be aware of visits in advance.

3. Legal Framework

This policy has due regard to all relevant legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- DfE ‘Keeping children safe in education’
- Childcare Act 2006
- Education Act 1996
- Home Office (2023) ‘Prevent duty guidance: England and Wales’
- DfE (2022) ‘Political impartiality in schools’

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid Policy
- Social Media Policy
- Staff and Volunteer Confidentiality Policy
- DBS Policy
- Code of Conduct
- Fire Safety Policy
- Fire Risk Assessment and Evacuation Action Plan
- Lone Working Policy
- Contractors Policy
- Prevent Duty Policy
- Positive Behaviour Support and Physical Intervention Policy
- GDPR Data Protection Policy
- Visitors risk assessment

4. Authorisation

Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, will need to complete a school visit request form to arrange a visit <https://www.therosehillschool.com/visitors-volunteers-students-research/> or contact the school office – 0115 9155815. See [Appendix 1 - Rosehill School Visit Request Form](#)

Please note, for Lettings please contact the school via email admin@rosehill.nottingham.sch.uk or the above phone number.

The office will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to, where applicable.

Where possible, the school office should be contacted about a proposed visitation at least two weeks in advance. The school office will pass all details on to the head teacher/ senior leadership team, for approval before responding to the visitor and confirming the details of their visit.

Visitors will be briefed prior to the visit on any requirements, such as proof of identity, they should be aware of and provided with a copy of relevant procedures. They will also be asked to complete the following:

- [Appendix 2A – Visitor Self-Declaration Form \(Inc Visiting Speaker Agreement\) OR Appendix 2B – Agency \(Supply\) Staff Self-Declaration Form](#)
- [Appendix 3 – Confidentiality Agreement](#)
- [Appendix 4 – Visitor Risk Assessment](#)
- [Appendix 5 – Visitor Checks Summary](#)

The School Business Manager is responsible for ensuring all visitors working with children and young adults in the school receive key information, including but not limited to:

- Visitor policy
- Procedures - Health and Safety and Safeguarding Information, including information about the schools Designated Safeguarding Leads, Whistleblowing, Fire safety procedures and guidance on how visitors should make sure they comply with the school's procedures and understand what they need to do to keep children safe.
- Child Protection and Safeguarding Policy
- Leadership structure
- Health and Safety Policy, including reporting of accidents, no smoking/no mobile phones on site
- First Aid Policy
- Code of conduct
- Equality and diversity statement
- Facilities
- Social Media Policy
- Staff and Volunteer Confidentiality Policy
- Parking arrangements
- *See mini visitor handbook

The school has produced further guidance, 'Extra-Curricular Clubs/ Activities Policy and Procedures (Including Working with External Providers and Practitioners)', which will need to be completed and approved by the head teacher prior to their attendance in the school. A copy will then be held by the office for reference and verification.

Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the head teacher authorisation.

For all agency supply staff/ practitioners or agencies working with children and young adults, vetting, disclosure and barring check requirements and information MUST be received prior to arrival at the school.

Parents should not visit the school during school hours unless for a school event, emergency or a pre-arranged appointment. Where a parent arrives at the school, they will follow the visiting procedures outlined below.

5. Safeguarding and Health & Safety

The school is committed to promoting the safeguarding and safety of all pupils and may require visitors to undertake a DBS check depending on the purpose of their visit.

The head teacher will use their professional judgement to determine whether a visitor should be escorted or supervised while on school premises.

Under no circumstance will a visitor who has not undergone a DBS check be left unsupervised with pupils. The school will manage the risk of potential harm to pupils by taking steps to segregate pupils from visitors.

The school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

Safeguarding is Everyone's Business

Every visitor attending the school site, MUST adhere to the school Safeguarding and Child Protection Policy and Procedures, Code of Conduct and Health and Safety requirements.

The suitability of potential speakers and agencies will be scrutinised by the head teacher/ Lead DSL/ Deputy Headteacher. Prior to arranging a visit, the head teacher will ensure careful consideration is given to the suitability of the person or organisation. This may include an assessment of:

- The educational value of the visit.
- The age appropriateness of what is going to be delivered.
- Whether relevant checks will be required.
- Whether the visit could bring the school into disrepute.
- How compatible the visit is with the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Designated Safeguarding Leads

On arrival, all visitors will receive information about how they should report any safeguarding and child protection concerns. This includes:

- who the designed safeguarding leads (DSLs) are
- the process for reporting and responding to safeguarding and child protection concerns about a visitor and whistleblowing procedures.

If a visitor reports a concern, the DSL will work with them regarding the concern.

6. Protocol and Procedures for ALL Visitors

All visitors to the school, including parents, will comply with the following procedure:

- Wherever possible, visits to schools should be pre-arranged.
- All visitors must immediately report to the school reception first and not enter the school via any other entrance.
- At reception, provide details to the school office staff, including:
 - Name
 - Purpose of visit

- Name of pupil the visit pertains to/staff member who arranged the visit
- Expected length of visit
- They should be ready to produce formal identification on request.
- All Nottingham City Council staff should show their photo ID card.
- *All visitors will be asked to sign in to the visitors' electronic inventory 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 utilised.
- A visitor's badge should be worn at all times and displayed prominently.
- Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and DSLs in the school and emergency procedures. They will also be informed that smoking is not permitted anywhere within school grounds and the school is a no phone zone.
- Visitors will be provided with a 'handbook' which provides further information, e.g., code of conduct, school facilities and first aid.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should 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 Lead (DSL) along with the nominated Safeguarding Governor should also monitor compliance with the agreed specified visitor's policy procedures.

7. Special Categories of Visitor - ID, Vetting, Disclosure and Barring checks

7.1. Visitors

The statutory guidance¹ says:

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 and principals 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).

¹ Keeping Children Safe in Education (Latest version) Page 77: 299 – 304

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.

See below information for specific visitors.

7.2. Regulated Activity

Anyone working with children must undergo the necessary vetting and barring checks. If they are undertaking “regulated activity” or “regulated work”, they are required by law to have an enhanced DBS vetting and barring check. Page 62 of Keeping Children Safe in Education, current version states:

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

HM Government has produced [Factual note on regulated activity in relation to children: scope](#).

Regulated activity includes:

- a. teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b. work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.⁷³ Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c. relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - o personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;⁷⁴
 - o health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

The head teacher/ Lead DSL will be responsible for determining whether DBS checks need to be carried out and ensuring that they are undertaken, where required.

All DBS checks will be undertaken in accordance with the DBS Policy.

If the school is contracting visitors who are employed by or volunteer with another organisation, statutory guidance states that the school does not need to carry out their own vetting and barring checks. However, the school MUST receive written confirmation that visitors have been recruited according to safer recruitment practices. School administrative staff and the head teacher will check this information to ensure it meets the school's safeguarding requirements. Visitors are not permitted to work with children/ young people until this check has been satisfactorily completed and signed off by the head teacher.

If an individual working at a school or college is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

At Rosehill, any visitor attending school from an external organisation must complete documentation in addition to the vetting, disclosure and barring check requirements and checks, as outlined in section 4. This will also need to be completed and approved by the Headteacher prior to their attendance in the school. A copy of these documents will then be held by the office for reference and verification.

7.3. VIP's

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
- 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.

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, VIP's 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 VIP's and any entourage should always be accompanied by a member of staff.

7.4. Nottingham City Council staff

At Rosehill School, we follow the Nottingham City Schools Agreed Visiting Professionals Guidance September 2023:

- Any professional wishing to undertake work in school with a child/ young person must be expected and make a formal appointment.
- The named professional must be the person who undertakes the intervention.

- Professionals must show their organisation ID on arrival. Schools will need to see identification from visitors to confirm that they do indeed work for Nottingham City Council.
- School, on production of the organisation ID must accept that all organisation safeguarding procedures have been followed by the external organisation and that DBS clearance has been obtained for that individual following the specific organisation safeguarding policy.
- All visitors will sign into school and be identified by a visitor's badge to maintain security. Staff will maintain records of contact and discussions with the full range of services.

Schools should not deny access to professionals if they do not have a copy of their DBS certificate with them or if their clearance period is longer than that expected for school. Schools are not permitted to request copies of any personal information.

Nottingham City Local Authority provide correspondence that can be regarded as the written notification required by the school to confirm that all Nottingham City Council employees have been subject to the safer working checks in accordance with the relevant statutory guidance. Nottingham City Council will send a DBS verification letter to all settings once a year informing of the expected process, a copy of this letter can be found at [General Resources - Nottingham City Council](#)

This letter is held with the Schools Single Central Record.

7.5. Agency and Third-Party Staff (Including Supply Agency, Staff (Practitioners) from Known Partner Agencies (e.g., Health Services/ Supply Agencies) and Practitioners from Other Agencies (e.g., Private Sports Companies/ Independent Tutors/ Private Therapists)

The statutory guidance² says:

*Schools and colleges **must** obtain written notification from any agency, or third-party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be providing education on the school or college's behalf, including through online delivery). 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 agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college **must** obtain a copy of the certificate from the agency.*

*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 children's barred list information, prior to appointing the individual.*

The school or college should also check that the person presenting themselves for work is the same person on whom the checks have been made.

At Rosehill, for visitors at the school in a professional capacity, the school will check their ID upon arrival and receive assurance that the visitor has had the appropriate DBS check. The school will not ask to see the DBS certificate in these circumstances.

² Keeping Children Safe in Education (Latest version) Page 75: 286 – 289

Where schools have 'written notification' from an agency that their staff have had all the appropriate pre-employment checks that the school 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.

Such letters are held with the Schools Single Central Record.

Visitors from other agencies who are visiting in a professional capacity must not be left unsupervised or undertake regulated activity if the appropriate checks are not in place.

At Rosehill, any visitor attending school from an external organisation must complete documentation in addition to the vetting, disclosure and barring check requirements and checks, as outlined in section 4. This will also need to be completed and approved by the Headteacher prior to their attendance in the school. A copy of these documents will then be held by the office for reference and verification.

7.6. Contractors

The statutory guidance³ says:

Schools and colleges should 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 relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's 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. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate.

Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. 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 Schools and colleges should always check the identity of contractors on arrival at the school or college.

For building or maintenance contractors, the school will establish a formal agreement regarding access to specific areas of the building. For many building projects, 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.

7.7. Trainee Teachers

³ Keeping Children Safe in Education (Latest version) Page 76: 290 – 295

The statutory guidance⁴ says:

*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 check (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 or college 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.

At Rosehill, any Trainee attending school must complete documentation in addition to the vetting, disclosure and barring check requirements and checks, as outlined in section 4. This will also need to be completed and approved by the Headteacher prior to their attendance in the school. A copy of these documents will then be held by the office for reference and verification. This process may include further information regarding data sharing agreements if research is taking place. Further information regarding Trainees, see ‘Rosehill School’s Students, Trainees, Work Experience or Volunteers Policy and Guidance.

7.8. 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.

The statutory guidance⁵ says:

Governors in maintained schools are required to have an enhanced DBS check. It is the responsibility of the governing body to apply for the certificate for any governors who do not already have one. Governance is not a regulated activity relating to children, so governors do not need a children’s barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Schools should also carry out a section 128 check for school governors, because a person prevented from participating in the management of an independent school by a section 128 direction, is also disqualified from being a governor of a maintained school. Using the free Employer Secure Access sign-in portal via the TRA Teacher Services web page, schools can check if a person they propose to recruit as a governor is barred as a result of being subject to a section 128 direction. There is no requirement for schools to record this information on the single central record, but they can if they chose to.

⁴ Keeping Children Safe in Education (Latest version) Page 77: 296 – 298

⁵ Keeping Children Safe in Education (Latest version) Page 79: 313 – 316

Associate members are appointed by the governing body to serve on one or more governing body committees. The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 which make enhanced DBS checks mandatory for maintained school governors do not apply to associate members, and so there is no requirement for them to be checked unless they also engage in regulated activity at their school.

7.9. Parents and Relatives

The statutory guidance⁶ says:

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 judgement about the need to escort or supervise such visitors.

7.10. Ofsted

For visitors who are there in a professional capacity e.g., Ofsted inspectors, schools should check the visitor’s ID and ensure that the visitor has had the appropriate level of DBS check undertaken by their employer – schools should not ask to see the DBS certificate or barred list information, where relevant, in these instances.

During an inspection, Ofsted should provide written confirmation that all Ofsted staff who would visit the school have been through a DBS ‘Enhanced with barred list information’ check and DBS ‘Enhanced with barred list information’ check.

7.11. Volunteers

For Volunteers, see ‘Rosehill School’s Students, Trainees, Work Experience or Volunteers Policy and Guidance.

8. Visiting Speakers

At Rosehill, we occasionally use external agencies or speakers to enrich the experiences of our learners; however, we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our learners.

The School Business Manager is in charge of coordinating and vetting the booking of all visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time.

Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other organisations where the person has spoken previously.

We aim to invite speakers from an established company, charity or other groups whose aims are well documented.

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the organisation’s values and ethos.

⁶ Keeping Children Safe in Education (Latest version) Page 77: 300 – 301

All external agencies and speakers will be expected to talk with the staff member in charge of coordinating events about the content of the presentation before the event and the visiting speaker must also read and agree to adhere to the organisation's 'Visiting Speakers Agreement' (see appendix).

All information about the visiting speaker and the booking process will be recorded on a risk assessment.

After the presentation a post event evaluation will be completed to evaluate the outcomes. This will include decisions regarding future bookings.

Our organisation will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to learner's support democracy, the rule of law, individual liberty, mutual respect, tolerance of different faiths and beliefs and our organisation values.
- Any messages communicated to learners are consistent with the ethos of the organisation and do not marginalise any communities, groups or individuals.
- Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of learners.

As outlined in Section 5, Safeguarding, the school will adhere to the Prevent Duty Policy at all times when managing the risk of potential harm to pupils from visitors.

9. Approved List

The school will hold an approved list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply agency staff). This is held on the school's single central record.

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- All Rosehill Visitor checks have been completed and
- They have a current clear enhanced DBS check (children and adults) and a copy of this has been registered on the schools Single Central Record (a current DBS is defined as no more than 3 years old)

Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in). A copy of the approved visitor list will be kept by reception at all times.

10. Raising Awareness of Visitor Safety with Pupils

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 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.

11. Concerns Related to a Visitor

Any concerns or allegations about any adult or visitor at Rosehill School should be immediately reported to the head teacher or the designated safeguarding lead.

Any issues regarding the suitability of visitors to the school should be noted by the designated safeguarding lead and promptly brought to the attention of the head teacher. If the behaviour of a visitor causes safeguarding concerns, the designated safeguarding lead should contact the Nottingham Safeguarding Children in Partnership Officer for advice and where the adult's behaviour has caused harm or risk to a child, the Local Authority Designated Officer (LADO).

12. 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 in to the inventory system 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 should use the advice and procedures described within:

- NCC and Police 'School Safe Alert Protocol', can be found on the NSCP website: <https://nscp.nottinghamshire.gov.uk/media/gspnkzut/school-safe-alert-guidance.pdf>
- Schools' Emergency Plans should include arrangements for responding to 'intruders' and 'lockdown arrangements' in the event of a 'malicious visitor.'

13. Staff Training

As part of their induction, new staff will be made conversant with this policy for external visitors and asked to ensure compliance with its procedures at all times.

Ongoing training will take place regarding the procedures through briefing sessions and toolbox talks.

14. Monitoring and Review

This policy will be monitored and reviewed on an annual basis by the Headteacher/School Business Manager.

The next review date for this policy is April 2024.

Amendments to the policy will be communicated to all relevant stakeholders.



Appendix 1 – Rosehill School Visit Request Form

Thank you for your interest in our school. In order to consider your request please complete the following information in as much detail as possible. Once the request has been authorised by the Senior Leadership Team (SLT), it will be communicated back to you.

Please ensure when visiting Rosehill School, you bring with you proof of ID (Company Staff badge where possible), and provide a copy of your DBS or a comfort letter from your organisation/ agency/ school. Please notify Rosehill School of any changes to this request once it has been authorised and returned to you.

Name of person making the request _____ Date _____

Date(s) requested		Time(s) requested	
Name			
Company/Agency details (if applicable) *invoice will be charged to this address*			
Telephone number			
Email address			
Title of request and relevant information to support your request			
Is a room required?	Yes	No	
Do you have any requirements that you would like to make us aware to support your visit? (e.g., access to lifts / use of specialist equipment / dietary requirements/allergies): Provide details			

Please email this request to admin@rosehill.nottingham.sch.uk (mark as Visit Request)

We will endeavour to answer all requests as soon as possible, but please allow up to 28 days for a response.

For observational visits (i.e., learning walk, curriculum resources, input from teachers & senior management) there is an admin charge of £20 per person.

Any visits cancelled with less than 24 hours' notice will still incur this fee.

I understand that if this is a chargeable request, Rosehill School will contact me to arrange an invoice.

Signed: _____ Date: _____

For External Practitioners working with the school, the school has produced further guidance and information forms, which will need to be completed and approved by the head teacher prior to their attendance in the school. A copy will then be held by the office for reference and verification. Please request this information, if required.

Appendix 2A – Visitor Self-Declaration Form (Inc Visiting Speaker Agreement)



Please complete this self-declaration form, to confirm that you have read and understand Rosehill Schools 'Visitors Policy' and procedures will adhere to the protocol.

Please note: This document must be completed before working with children and young adults within the school. If you do not agree to the school's procedures, you will not be permitted to enter the school site.

All information regarding this policy, and the procedures, can be found at <https://rosehill.secure-primariesite.net/visitors-volunteers-students-research/>

Rosehill School is committed to safeguarding and promoting the welfare of children and young people and as such expects all visitors to share this commitment. If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact Reception as quickly as possible, and ask to speak to a Designated Safeguarding Lead.

Any concerns or allegations about any adult or visitor at Rosehill School should be immediately reported to the head teacher or the designated safeguarding lead.

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

The School will:

- Take responsibility for enquiring about the appropriate level of DBS disclosures and identity checks, and follow up as necessary
- Provide relevant School/LA policies and procedure documentation as required (e.g., Safeguarding Policy, Health and Safety Policy)
- Ensure that all relevant members of staff are notified of the visit and provided with detailed information where necessary, in accordance with the Data Protection Act
- Provide appropriate space and resources from the agreed start time until the end of the session
- Keep to the agreed age range and not exceed the group size without prior consultation
- Provide a member of staff to be involved as agreed throughout the session/s
- Retain overall responsibility for pupil safety, well-being and behaviour (intervening in particular circumstances as discussed, or at visitor's request)
- Undertake agreed preparation, follow up and evaluation
- Store your data securely, in line with GDPR procedures and data sharing procedures.

Declaration by Visitor

I have read, understand and will adhere to the following policies and procedures:

- I understand that anyone working with children must undergo the necessary vetting and barring checks, and as required I have undergone a satisfactory DBS disclosure
- Visitors Policy
- Child Protection and Safeguarding Policy, procedures and KCSIE guidance – including the schools Designated Safeguarding Leads & Whistleblowing procedures
- Health & Safety Policy, including reporting of accidents, no smoking/no mobile phones on site
- Fire Safety Procedures & First Aid Policy
- Code of Conduct & Staff and Volunteer Confidentiality Policy

- Social Media Policy
- Rosehill Handbook (Pocket Size from reception) to be kept on person at all times.

I also agree to:

- Ensure the ID badge I have been issued, is worn and on show at all times whilst on site
- Treat all persons with respect and dignity when in the school – following the schools Equality and Diversity Policy
- NOT take any photographs of children on a personal camera or mobile device or pass on personal details
- NOT use a personal phone or mobile device in any space where a pupil may be present
- Supply any resources and materials agreed in advance
- Work to the agreed objectives for the session/s, keeping to the overall plan
- Manage pupils’ general safety, well-being and behaviour during the session/s in keeping with their organisations and the school’s ethos and specified policies and procedures (unless staff intervention is necessary in particular circumstances, as discussed or requested)
- Work with due regard to relevant school/LA policies and procedures (e.g., Safeguarding Policy, Health and Safety Policy)
- Undertake agreed preparation, follow up and evaluation
- Advise the school and obtain permission for any substitute or additional personnel that wish to attend a session/s.

Visiting Speaker Agreement

We understand the importance of visitors and external agencies to enrich the experiences of our learners. In order to safeguard our staff and learners, we expect all visiting speakers to read and adhere to the statements below:

- Any messages communicated to learner’s support democracy, the rule of law, individual liberty, mutual respect, tolerance of different faiths and beliefs and our organisation values
- Any messages communicated to learners are consistent with the ethos of the organisation and do not marginalise any communities, groups or individuals
- Any messages communicated to learners do not seek to glorify criminal activity or violent extremism or seek to radicalise learners through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are clearly mapped to schemes of work to avoid contradictory messages or duplication
- Activities are matched to the needs of learners.

In the event of the need to re-arrange or cancel a session, prior notice will be given at the earliest opportunity – an arrangement will be made to address any costs incurred.

I agree to the above arrangements:

Company (if applicable):	
Signed:	
Printed name:	
Date:	

Headteacher/ Senior Leadership/ School Business Manager sign off:

Signed:	
Printed name:	
Date:	

Please give the signed self-declaration form to the school Office, prior to your visit, where possible.



Appendix 2B – Agency Supply Staff Self-Declaration Form

Please complete this self-declaration form, to confirm that you have read and understand Rosehill Schools 'Visitors Policy' which encompasses agency supply staff and will adhere to the procedures and protocol.

Please note: If you do not agree to the school's procedures, you will not be permitted to enter the school site.

All information regarding this policy, and the procedures, can be found at <https://rosehill.secure-primariesite.net/visitors-volunteers-students-research/>

Rosehill School is committed to safeguarding and promoting the welfare of children and young people and as such expects all visitors to share this commitment. If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact Reception as quickly as possible, and ask to speak to a Designated Safeguarding Lead.

Any concerns or allegations about any adult or visitor at Rosehill School should be immediately reported to the head teacher or the designated safeguarding lead.

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

The School will:

- Take responsibility for enquiring about the appropriate level of DBS disclosures and identity checks, and follow up as necessary with the supply agency
- Provide relevant School/LA policies and procedure documentation as required (e.g., Safeguarding Policy, Health and Safety Policy)
- Ensure that all relevant members of staff are notified and provided with detailed information where necessary, in accordance with the Data Protection Act
- Store your data securely, in line with GDPR procedures and data sharing procedures.

Declaration by Visitor

I have read, understand and will adhere to the following policies and procedures:

- I understand that anyone working with children must undergo the necessary vetting and barring checks, and as required I have undergone a satisfactory DBS disclosure
- Visitors Policy
- Child Protection and Safeguarding Policy, procedures and KCSIE guidance – including the schools Designated Safeguarding Leads & Whistleblowing procedures
- Health & Safety Policy, including reporting of accidents, no smoking/no mobile phones on site
- Fire Safety Procedures
- First Aid Policy
- Code of conduct
- Social Media Policy
- Staff and Volunteer Confidentiality Policy
- Rosehill Handbook (Pocket Size from reception) to be kept on person at all times.

I also agree to:

- Ensure the ID badge I have been issued, is worn and on show at all times whilst on site

- Treat all persons with respect and dignity when in the school – following the schools Equality and Diversity Policy
- NOT take any photographs of children on a personal camera or mobile device or pass on personal details
- NOT use a personal phone or mobile device in any space where a pupil may be present
- Manage pupils’ general safety, well-being and behaviour during the session/s in keeping with their organisations and the school’s ethos and specified policies and procedures (unless staff intervention is necessary in particular circumstances, as discussed or requested)
- Work with due regard to relevant school/LA policies and procedures (e.g., Safeguarding Policy, Health and Safety Policy)
- Undertake agreed preparation, follow up and evaluation

In the event of the need to re-arrange or cancel a session, prior notice will be given at the earliest opportunity – an arrangement will be made to address any costs incurred.

I agree to the above arrangements:

Company (if applicable):	
Signed:	
Printed name:	
Date:	

Headteacher/ Senior Leadership/ School Business Manager sign off:

Signed:	
Printed name:	
Date:	

Please give the signed visitor self-declaration form to the school Office, prior to your visit, where possible. This document must be completed before working with children and young adults within the school.



Appendix 3 – Visitor Confidentiality Agreement

This confidentiality agreement is entered into between Rosehill School and _____, for the purpose of preventing the unauthorised disclosure of confidential information in line with your duties to protect personal information under the Data Protection Act 2018.

For the purpose of this agreement, “confidential information” will include all information or material that has or could have value, commercial or otherwise, in the business in which the disclosing party is engaged.

I declare that, as an employee/visitor of the school, I will only share or disclose information regarding the school with other professionals who have a legitimate need to know about it.

I will, therefore:

- Not disclose confidential information to any unauthorised person without the discloser’s consent.
- Act in good faith at all times in relation to the disclosure of confidential information.
- Not post confidential information regarding pupils, staff, parents or other stakeholders on social media. Nor will I contribute to discussions on social media regarding the school or anyone associated with it.
- Ensure that anything I hear that questions the professionalism of a member staff or volunteer of the school is reported to the headteacher immediately.
- Ensure that if I notice anything of concern regarding the protection or safeguarding of a child, I will report it immediately to the headteacher.
- Assure that conversations of a sensitive and professional nature regarding pupils, parents, staff, volunteers or other stakeholders take place in a private space.
- Comply with the school’s Data Protection Policy, completing tasks pertaining to paperwork or online documents that include personal or sensitive information.
- Be fully aware that other staff, volunteers or stakeholders may have connections within the school and may overhear conversations of a sensitive nature.
- Uphold the good name and reputation of the school at all times; inside and outside of school.

I will hold and maintain the confidential information in strictest confidence for the sole and exclusive benefit of the school; therefore, I will not, without prior approval of the school, use for my own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of the school, any confidential information.

I have read and understood the school’s Visitor Confidentiality procedures and will act in accordance with this policy at all times.

Information which may be deemed as ‘sensitive’ will not be disclosed. This includes information in relation to the following:

- Pupils of the school
- The running or management of the school
- The school’s finances
- Personal details of pupils or staff
- Information regarding progress and attainment which is not published on the school website

By signing this agreement, you are agreeing to your duty to hold confidential information in confidence – this will remain in effect until the information no longer qualifies as confidential, or until the school sends written notice releasing you from this agreement, whichever occurs first.

Please retain a copy of this agreement and send a signed copy back to the school office. If you have any questions or concerns, please contact the Headteacher at headteacher@rosehill.nottingham.sch.uk or 0115 9155815.

Name of individual	
Role	
Signed	
Date	
Name of <u>headteacher</u>	
Signed	
Date	

Appendix 4 - Visitor Risk Assessment



Name of visitor				
Role/ Company				
Brief outline of activities to be undertaken whilst in Rosehill:				
Risk Level key				
1= Low = Minimal risk of an injury	2= Low/Medium	3= Medium= Medium Risk of injury/harm	4= Medium/High	5= High= High Risk of Injury or Death
During time in School				
Hazards	Control Measures			Risk level following control
Health and safety whilst on school premises				
Lifting and carrying	<ul style="list-style-type: none"> Visitors should make the school aware of any factors that would prevent them from lifting and carrying items as part of the normal school day. These may include items such as books, chairs or PE equipment. If a visitor does not feel comfortable lifting or carrying an item, it is their responsibility to make this known to the class teacher/ line manager. 			2
Using school equipment	<ul style="list-style-type: none"> All visitors must take personal responsibility for their safety whilst on site. If a piece of equipment does not seem suitable for them to use, e.g. A small chair, they should make this known to the class teacher/ line manager. 			1
Risk of fire	<ul style="list-style-type: none"> Visitors must always sign in and out of the school for security and to ensure an accurate fire register is available. In the event of a fire, visitors must follow the school's policy, evacuate the building and not re-enter until they are told it is safe to do so. If the visitor would require assistance or a Personal Emergency Evacuation Plan (PEEP) whilst at the school then they must make this known to the Office staff. 			2
Behaviour of pupils				
Sustaining an injury as a result of pupil's behaviour	<ul style="list-style-type: none"> Visitors authorised to work within the classroom, should discuss with the class teacher, relevant documentation to read such as individual behaviour plans and risk assessments, prior to working with pupils. At times trained members of staff may need to use physical handling techniques in order to prevent harm. This should only be completed by trained employees. All visitors have a duty of care to keep themselves and others safe. Any incidents of challenging behaviour should be reported to the class teacher/ line manager and recorded on relevant forms. 			3
Safeguarding of pupils and adults				
Understanding of statutory safeguarding expectations	<ul style="list-style-type: none"> Visitors must report any concerns immediately to either the class teacher/ line manager or designated safeguarding lead. Any allegations against adults, must be reported to the Headteacher immediately (Lead DSL). 			1

Loan working	<ul style="list-style-type: none"> • Visitors should not be left to work alone with pupils or be left in the classroom with pupils without an employed member of school staff present. • If a visitor is asked to work in a space/complete a task in which they would be alone with a pupil, they should raise this concern with the class teacher/Lead DSL. 	1
Photographs	<ul style="list-style-type: none"> • Visitors should only take photographs of children with the consent of the Headteacher and for the purpose of the visit. • All photographs should be taken on a school device and should not leave the premises. • Visitors should be made aware of any children without consent for photographs in the class in which they are in. 	1
Pupils being injured	<ul style="list-style-type: none"> • If a child is injured whilst working with a visitor, the visitor must first ensure the child receives appropriate first aid assistance from an employed member of school staff. • Following any accident or injury, the visitor must ensure the class teacher/line manager is fully aware of the circumstances surrounding the injury and the actions taken. • All accidents must be recorded using the school's accident recording system. • In no circumstances should a visitor treat a pupil alone. 	1
Roles and responsibilities	<ul style="list-style-type: none"> • Visitors should understand that they are not employed by the school and must follow the schools code of conduct rules. • If a visitor is unsure of their role at any time, they should consult the class teacher/line manager. • Visitors should not be expected to take on duties specific to an employed contacted member of staff but may ask to be involved in certain aspects if this further supports the purpose of their visit. • For agency supply staff, the agreed responsibilities will align with their contacted job description via their agency employer. 	1
IT/Confidentiality/ Social Media	<ul style="list-style-type: none"> • Visitors should not use or put anything on social media relating the school. • In line with safeguarding policy and procedures, visitors should understand confidentiality within the school. Any queries or concerns about confidentiality/social media should be directed to the class teacher or line manager at any point during the visitor's time in the school. 	1
Medical needs		
Allergies	<ul style="list-style-type: none"> • If a visitor has any allergies that may affect their time spent in the school, they must inform the school prior to arrival. • Any medications that the visitor requires during the day should be kept securely in a locked office, as appropriate, and not left anywhere that a pupil may access it. 	2
Other medical needs (please state)		
Additional		

Agreement to comply with visitor risk assessment:

Print name:	
Signature of visitor:	
Date signed:	



Appendix 5 – Visitor Checks Summary

OFFICE USE ONLY			
Visitor's name:		Role/ Company:	
Evidence seen	Evidence type	Seen and checked by (print & sign)	Date seen
	Visit request form		
	Comfort letter from organisation in place Company Name _____		
	Agency supply vetting form		
	Practitioner information form		
	Visitor risk assessment		
	Forms: <ul style="list-style-type: none"> • Self-declaration (Includes speakers' agreement) • Confidentiality agreement 		
	Photo ID seen Add Type _____		
	DBS seen Disclosure No _____ Clearance date _____		
	Handbook/ provided: Explained and advised to keep with them at all times for reference (including Safeguarding, Fire Safety, Health & Safety)		
	Other - Any other information (If Applicable) e.g., Guidance booklet/ Policies (please state) For Extra-Curricular Clubs or student/trainees, indicate here (see Admin file)		

Approval by Headteacher/ Deputy Headteacher

Print name & sign: _____

Date: _____

SCR updated

Inventory