

Pinewood Infant School & Foundation Unit



Visitors & VIP Policy

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Introduction

The responsibility for implementing this policy lies with the Head Teacher and the Chair of Governors who need to ensure all staff understand school procedures. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school in accordance with this policy. 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 need to understand that this policy relates to all visitors equally, including VIPs. This is written in association with the whole school child protection policy, the school's health and safety policy and access policy.

This policy has been written with the consideration of our statutory safeguarding duties as outlined within Keeping Children Safe in Education 2026:

https://assets.publishing.service.gov.uk/media/6a4cf903b7203c4c023fd2f3/Keeping_children_safe_in_education_2026_.pdf

Types of visitors

There are a number of 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. employees of Nottinghamshire County Council Children and Family Services such as social workers, SCIEO, educational psychologist, SEND officers, NCC HR officers, Officers from the Fair Access team, TETC team or other support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic 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 People.
- Other legitimate visitors i.e. parents/carers, parent helpers, school governors etc.
- Organisations which have input to the curriculum, learning and support, such as the NSPCC, sports specialists/coaches, music tutors, alternative education providers and PCSO's, Early Intervention Officer etc.
- Wraparound care teams for afterschool clubs, in our school this would be members of staff from The Limetrees.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken. The Head Teacher or senior leadership team should be aware of visits in advance.

Visitors to school can be considered one of the following 6 categories:

1. Professional Visitors
2. Contractors / Service Providers
3. Parents / Carers / Family Visitors
4. VIP's, Dignitaries and External Speakers
5. Event's Visitors
6. Visitors from Third-party Organisations

Keeping Children Safe In Education 2026 says schools should not request DBS checks, barred-list checks or existing DBS certificates from visitors such as children's relatives or visitors attending a sports day. Instead, the headteacher/principal should exercise professional judgement about whether the visitor needs to be escorted or supervised.

Routine visitors, including parents / carers and visitors attending school events, will not routinely be required to provide a DBS certificate. The school will use a risk-based approach to determine whether the visitor requires supervision or escorting.

Procedures for ALL visitors

- 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 Nottinghamshire County Council staff should show their photo ID card.
- All visitors will be asked to sign in electronically, via the Sign In App, should the app not be working they will be asked to manually sign in via the visitors' book.
- If the visitor is part of a large group of visitors a separate register may be utilised.
- A visitor's badge should be worn and displayed prominently. If the visitor has a proven DBS check, they will be given a green lanyard to wear as their visitor badge. If not, they will be given a red lanyard and will be accompanied at all times whilst on the school site.
- All visitors will be given our Visitor ICT agreement form which must be read and signed before full access to school is permitted.
- Visitors will also be made aware of emergency evacuation procedures, and if anything is taking place on the day of their visit that may affect normal routines.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination. Whilst they are waiting the visitor is to remain visible to the office staff.
- 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 the reception, sign out of the building, return their visitor badge, and be seen to leave the premises.
- School reception staff should check the 'in – 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.

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.

Staff will apply the following considerations to all visitors on arrival:

Who are you? → Who do you work for? → Why are you here? → What will you be doing? → Will you have contact with children? → What safeguarding checks/assurances apply?

Special Categories of Visitors

VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment. It is important to remember that **being a VIP doesn't change the school's safeguarding obligations.**

- 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 fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

Important considerations for VIP visits

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 VIPs should be treated in a very similar way to any other visitor. VIP status does not exempt a visitor from the school's safeguarding, identification, signing-in, supervision or site-security arrangements.

A degree of common sense should prevail e.g., it is unlikely that the King or another member of the Royal Family would be expected to show or, wear ID. Members of their entourage through should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

Nottinghamshire County Council Staff

Nottinghamshire County Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification regulations. In these circumstances the statutory guidance 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.'

This guidance can be regarded by schools as the 'written notification' required by the guidance.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for NCC. All Nottinghamshire County Council staff visiting schools carry photo identification.

Nottinghamshire County Council provides written confirmation that all staff who visit school in a professional capacity have had the appropriate safer working checks completed by the council. The letter is available [here](#) for schools to download and retain with their Single Central Record (SCR).

Staff From Other Agencies / Local Authorities

The same requirement as in section 'Nottinghamshire County Council Staff' applies. If schools have written notification from an agency that their staff have had all the appropriate pre-employment checks that the school would otherwise 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.

Contractors

The statutory guidance (KCSIE 2026) says:

'Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college.'

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.¹⁰⁷ 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 check 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 either obtain the DBS check, or request to see the certificate if the self-employed person has obtained their own check and ensure that the DBS check is at the level required by the school.

Schools and colleges should always check the identity of contractors on arrival at the school or college.'

We as a school are responsible for determining the appropriate level of supervision depending on the circumstances. If a contractor working at Pinewood is self-employed, the school 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. The office staff always check the identity of contractors and their staff on arrival at the school. If pupils are on site whilst contractors are on site, they will be accompanied by either the site manager or office staff (if evidence of an enhanced DBS cannot be provided).

For building or maintenance contractor's schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

Contractors will be considered under the following four areas. DBS / checking requirements are not identical for all of the following:

1. Contractors employed directly by the school
2. Contractors supplied through another organisation
3. Contractors who may have unsupervised access to children
4. Contractors who are only working in areas where children aren't present.

In the event of works due to take place for a significant period over time. School will assess if DBS requirements are needed. Should this information be obtained, it will be recorded within the schools

Single Central Record for the duration of the works. This is only for project works leading to a significant period of time.

Trainee teachers

Keeping Children Safe in Education 2026 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 including an enhanced DBS check (including children's barred list information).

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. However, schools and colleges may wish to record this information under non statutory information, see paragraphs 350-351.'

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.

External Organisation's

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.

The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors. See link - Using external expertise to enhance online safety education: [Using external expertise to enhance online safety education: Guidance for education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/using-external-expertise-to-enhance-online-safety-education)

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.

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 and carry out appropriate risk assessments inline with KCSiE 25 paragraphs 292 to 295.

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, especially when online safety sessions or online teaching by external visitors including whether relevant checks being required.

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.

Parents and Relatives

KCSiE 2026: *'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.'*

Ofsted

Ofsted have provided NCC with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved inspectors at: <https://www.gov.uk/government/publications/ofsted-inspectors-list> . Prior to any inspection Ofsted will provide evidence of any member of their team who will be visiting the school, school will verify this information on Ofsted members arrival.

This is 'written notification' that Ofsted staff have been subject to relevant checks, as NCC holds the 'written notification' from Ofsted.

Implications of the Childcare (Disqualification) and Childcare (Early Years provision Free of Charge) (Extended Entitlement) (Amendment) regulations 2018 for 'visitors'

The Childcare (Disqualification) Regulations 2018 introduced additional requirements for staff who are involved with the education or care of children under 6 or with the out of school care of children under 8. The implications of these regulations are set out in revised statutory guidance. Nottinghamshire County Council has also issued guidance to schools.

The following groups of people, who could be considered 'visitors' are NOT covered by the 'Childcare Disqualification' legislation:

1. Caretakers, cleaners, drivers, transport escorts, catering staff, catering & cleaning managers, office staff, DSO catering and cleaning staff who are not employed to directly provide childcare. (Statutory Guidance)
2. Health staff, speech therapists, educational psychologists.

*'Anybody involved in any form of health care provision for a child, including school nurses, and local authority staff, such as speech and language therapists and education psychologists, **are specifically excluded** from the statutory definition of childcare, and are therefore not covered by the legislation.'* (Statutory Guidance) This includes school nurses, speech and language therapists and educational psychologists.

3. School governors

'School governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.' (Statutory Guidance)

4. Ofsted inspectors

While not specifically referred to in the statutory guidance, Ofsted have informed NCC that in their view Ofsted inspectors are not covered by the requirements of the 'Childcare Disqualification' legislation.

The following groups of people, who could be considered 'visitors' ARE covered by the 'Childcare Disqualification' legislation:

- a) Peripatetic teachers and special needs teachers who work in reception classes or in childcare settings with children under 8.

'Where centrally employed local authority staff are deployed to work in relevant childcare settings in schools (for example peripatetic music teachers or special needs teachers) it is the responsibility of

the local authority to ensure that such staff are compliant with the requirements of the legislation explained in this guidance.’ (Statutory Guidance)

Nottinghamshire County Council have confirmed that all NCC employed staff in such roles will be subject to the appropriate checks under the Childcare Disqualification legislation.

- b) Agency, or third-party organisations, contracted to work in relevant childcare in schools. The agency must confirm that they comply with the legislation. (Statutory Guidance)
- c) Self-employed contractors employed to work in childcare provision (Statutory Guidance)
- d) Trainee and student teachers. Again, the teacher training provider must confirm that they comply with the legislation. (Statutory Guidance)
- e) Volunteers and casual workers who work in childcare. (Statutory Guidance)

*‘Volunteers and casual workers who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, in relevant childcare, are within the scope of the legislation and are covered by this guidance.’*

Raising Awareness of Visitor Safety with Children

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 wander off / 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.

Concerns Related to a Visitor

Pupils, staff and parents/carers should be made aware that they should report concerns to the head teacher or go to any teacher in the first instance, who should then report the concerns to the designated person for safeguarding (head teacher and deputy head teacher).

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 head teacher. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the Nottinghamshire Safeguarding Children in Education Officer (SCIEO) for advice and where the adult’s behaviour has caused harm or risk to a child, the Local Authority Designated Officer (LADO).

Unknown, Uninvited, or Malicious Visitors to the School (In respect of Martyn’s Law)

The safety and safeguarding of children, staff, visitors and other members of the school community is the school's highest priority. All visitors to the school site are expected to comply with the school's safeguarding, security and health and safety arrangements. The school will take a proportionate and risk-based approach to managing visitors, recognising that an individual who is unknown to the school, has not been invited, or whose behaviour gives rise to concern may present a safeguarding, security or wider safety risk.

Uninvited or Unidentified Persons

Any person found on the school premises who has not been authorised to be there, or whose identity or purpose cannot be satisfactorily established, will be treated as an unauthorised visitor until their status has been confirmed. Staff should not assume that an individual has permission to be on site simply because they appear confident, are known to pupils, claim to be a parent or carer, or state that they have an appointment.

Where an individual attempts to gain access without authorisation, refuses to follow the school's visitor procedures, refuses to identify themselves, seeks access to restricted areas, attempts to circumvent reception or security arrangements, or behaves in a manner that causes concern, access to the school will be refused. The individual should be asked, where it is safe and appropriate to do

so, to leave the premises. Staff should not place themselves or pupils at unnecessary risk in attempting to challenge, physically remove or restrain an individual.

Malicious or Potentially Threatening Visitors

Where a visitor's behaviour, actions, statements or circumstances indicate that they may present a threat to the safety or wellbeing of pupils, staff or others, the school will take immediate and proportionate action. This may include refusing or terminating access, restricting movement around the site, moving pupils and staff away from the individual, initiating the school's lockdown or invacuation procedures, contacting the police, and providing relevant information to emergency responders.

Staff should not attempt to investigate the motives of a potentially malicious visitor or place themselves in danger. Information about the individual's appearance, location, behaviour, direction of travel, vehicle or other relevant details should be communicated to the appropriate senior leader or emergency service where it is safe to do so. Staff should follow the school's established emergency, lockdown and communication procedures rather than attempting to manage a significant security incident independently.

Terrorism and Protective Security

Our school recognises that the management of visitors forms part of its wider approach to protective security and preparedness. The school will have regard to the requirements and guidance associated with the Terrorism (Protection of Premises) Act 2025 (Martyn's Law), together with relevant Home Office, Department for Education, ProtectUK and emergency planning guidance.

The school will take reasonably practicable steps, proportionate to its circumstances and risk profile, to prepare for and respond to a range of threats, including the possibility of a terrorist attack. Visitor management, access control, staff awareness, emergency communication, evacuation, invacuation and lockdown arrangements will be considered as part of the school's wider protective security and emergency preparedness arrangements.

The school's visitor procedures will therefore support, rather than operate separately from, its safeguarding, emergency planning, lockdown and business continuity arrangements. Where a visitor or other individual presents an immediate threat, the priority will be to protect life and reduce harm. Staff should follow the school's emergency procedures and any instructions issued by the police or other emergency responders.

Any concern about an unknown, uninvited or suspicious person must be reported immediately to the Headteacher, senior leader or other designated member of staff in accordance with the school's safeguarding and emergency procedures. The incident should be recorded and, where appropriate, escalated to the police or other relevant emergency service.

Monitoring and Evaluation

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

Linked policies

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

- Whole School Child Protection Policy 2026/2027 (NCC and NSCP policy template is available in [NCC Schools Portal Safeguarding section](#) and the NSCP website: <https://www.nottinghamshire.gov.uk/nscp/resources/for-schools>)
- [HR Safer Recruitment Guidance available on the school's portal](#)
- School Employee Code of Conduct.
- Healthy and Safety Policy

- Whistle Blowing Policy
- [Nottinghamshire Safeguarding Children Partnership: Managing allegations procedures](#)
- KCSIE 2026 Part Four: Allegations made against/Concerns raised in relations to teachers, including supply teachers, other staff, volunteers and contractors has two sections covering the two levels of allegation/concern:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
 Has two sections covering the two levels of allegation/concern:
 1. Allegations that may meet the harms threshold.
 2. Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as ‘low level concerns.’ These procedures should be consistent with local safeguarding procedures and practice.
guidance.
- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2018 – Statutory Guidance for Schools
- [Coping with a School Emergency / School Emergency Plans](#)
- Access Policy
- The UKCIS external visitors’ guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors.

Owner: Dave Armstrong-Jones

Next Review Date: Autumn 2027