

Guidance on Visitors, including VIP's to Nottinghamshire schools 2026 -2027



Review date- September 2027

Aims

The aims of this guidance are to:

- ensure all visitors are welcomed safely and appropriately;
- safeguard pupils, staff and visitors while maintaining an open and inclusive school environment;
- ensure visitors understand their responsibilities while on school premises;
- ensure appropriate checks, supervision and risk assessments are in place;
- support a consistent approach to managing visitors across the school.

1. Introduction

This guidance sets out the procedures for managing all visitors to Candleby Lane School to ensure the safety, welfare and security of pupils, staff, volunteers and visitors while on the school site.

Candleby Lane School is committed to safeguarding and promoting the welfare of children. Everyone visiting or working within the school shares responsibility for helping to create a safe environment where children can learn, thrive and be protected from harm.

This guidance is based on the requirements of:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children (2023)
- The Education Act 2002
- The Health and Safety at Work etc. Act 1974
- The Prevent Duty Guidance (2023)
- The Equality Act 2010
- Nottinghamshire Safeguarding Children Partnership (NSCP) procedures
- Nottinghamshire County Council guidance on visitors to schools (where applicable)

The Headteacher, Senior Leadership Team and Governing Body are responsible for ensuring appropriate arrangements are in place for managing visitors safely.

In accordance with KCSIE 2026, schools will encounter different categories of visitors, including:

- professionals working with children (such as social workers, educational psychologists and health professionals);
- contractors and maintenance personnel;
- parents and carers;
- volunteers;
- governors and trustees;
- external organisations and visiting speakers;
- VIPs and members of the wider community.

Schools should not request DBS certificates from visitors such as parents attending assemblies, performances or sports events. Professional judgement should be used to determine whether visitors require supervision or escorting whilst on site.

Where visitors are attending in a professional capacity, the school will verify their identity and seek appropriate assurance that the visitor has undergone the required safer recruitment and DBS checks through their employing organisation where appropriate.

Where external organisations or speakers are invited into school, the Headteacher or delegated senior leader will consider:

- the educational value of the visit;
- suitability of the content for pupils' age and stage of development;
- safeguarding implications;
- whether supervision is required;
- whether any additional risk assessment is necessary;
- compliance with the school's safeguarding, Prevent and online safety procedures.

The school recognises that all visitors have a role in safeguarding children. Any visitor who has concerns about the welfare of a child must immediately report these to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

The school's Child Protection and Safeguarding Policy sets out the full arrangements for safeguarding children and should be read alongside this guidance.

The Headteacher is responsible for ensuring visitors are managed safely in accordance with the school's health and safety arrangements, infection prevention procedures and emergency evacuation processes.

2. Guidance and Responsibilities

Policy Statement

At Candleby Lane School we are committed to safeguarding and promoting the welfare of every child. Safeguarding is everyone's responsibility and all adults have a duty to act in the best interests of children.

Our school values of **Confidence, Aspiration, Creativity, Enjoyment, Pride, Perseverance, Respect and Responsibility** underpin everything we do and help create a safe, inclusive and welcoming environment for all members of our community.

All staff, governors, volunteers and visitors are expected to contribute to maintaining a culture of vigilance where children feel safe, listened to and respected.

Adults working in school take all concerns seriously and understand their responsibility to report safeguarding concerns promptly in accordance with the school's Child Protection and Safeguarding Policy.

Responsibilities

The Headteacher is responsible for implementing this guidance and ensuring appropriate arrangements are in place for the management of visitors.

The Governing Body is responsible for monitoring that suitable safeguarding procedures are implemented and reviewed regularly.

The Designated Safeguarding Lead (DSL) is responsible for advising on safeguarding matters relating to visitors and ensuring any safeguarding concerns involving visitors are managed in accordance with statutory guidance.

All staff are responsible for:

- ensuring visitors are welcomed appropriately;
- challenging unidentified individuals on site;

- ensuring visitors follow safeguarding and health and safety procedures;
- reporting any concerns immediately to the Headteacher or DSL.

This guidance applies equally to all visitors, including VIPs, contractors, governors, volunteers, parents and visiting professionals.

This guidance should be read alongside the school's:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Safer Recruitment Policy
- Online Safety Policy
- Health and Safety Policy
- Prevent Risk Assessment and Action Plan
- Lockdown Procedures
- Emergency Evacuation Procedures
- Accessibility Plan
- Equality Policy
- Behaviour Policy
- Children Missing Education procedures
- Managing Allegations and Low-Level Concerns Policy

Types of Visitors

Visitors may include, but are not limited to:

- professionals working directly with children (social workers, educational psychologists, advisory teachers, SEND officers, family support workers, NHS staff and other professionals);
- education support services;
- contractors, maintenance staff, ICT engineers and site workers;
- sports coaches and peripatetic teachers;
- volunteers and students on placement;
- governors and trustees;
- parents, carers and family members;
- external speakers and organisations;
- Ofsted inspectors and Local Authority officers;
- emergency services;
- VIPs, elected members and dignitaries.

All visits should be planned in advance wherever possible.

The Headteacher or an appropriate member of the Senior Leadership Team should approve visits where appropriate and ensure suitable safeguarding and risk management arrangements are in place.

Where necessary, a risk assessment will be completed before the visit.

3. Procedures for All Visitors

All visitors to Candleby Lane School are expected to follow the school's safeguarding, health and safety and security procedures. These arrangements apply to all visitors unless alternative arrangements have been agreed by the Headteacher.

Where possible, visits should be arranged in advance. All visitors must enter the school through the main reception area and must not enter the school site through other entrances unless specifically authorised.

On arrival, all visitors must:

- report directly to reception;
- state the purpose of their visit and who they are meeting;
- provide photographic identification where requested;
- sign in using the school's electronic visitor management system;
- receive and wear an authorised visitor badge whilst on the school premises.

Visitor badges must be worn visibly at all times and returned to reception when the visitor leaves the site. The badge identifies authorised visitors and supports the safety and security of pupils, staff and visitors.

Where applicable, different visitor identification systems may be used to support the identification of different categories of visitors, such as contractors, professionals, volunteers or visitors.

Visitors should remain in the reception area until they are met by an appropriate member of staff and should not move around the school site unaccompanied unless this has been agreed in advance.

All visitors must be accompanied by a member of staff unless:

- they are undertaking a role where unsupervised access is appropriate; and
- the school has obtained appropriate assurance that relevant safer recruitment and DBS checks have been completed where required.

Visitors must not have unsupervised access to pupils unless this forms part of their professional role and appropriate safeguarding checks have been confirmed.

If a visitor unexpectedly finds themselves alone with pupils, they should immediately report this to a member of staff or reception.

Visitors must:

- follow instructions from school staff;
- remain within authorised areas of the school;
- respect confidentiality and privacy;
- not discuss information relating to pupils, families or staff that they may become aware of during their visit;
- comply with the school's expectations regarding mobile phones, photography and recording;
- report any safeguarding concerns immediately to a member of staff or the Designated Safeguarding Lead (DSL).

Visitors must not:

- take photographs, videos or recordings of pupils or staff unless specifically authorised by the Headteacher;
- access confidential information unless this is necessary as part of their professional role;
- use personal devices in areas where this is restricted;
- behave in a way that could compromise the safety or wellbeing of pupils or staff.

Visitors will be made aware of emergency procedures where appropriate. In the event of a fire alarm, lockdown or other emergency, visitors must follow instructions from school staff and proceed to the

designated assembly point or location. Visitors must not attempt to leave the premises or move around the school site unless instructed to do so.

On departure, visitors must:

- return to reception;
- sign out using the electronic visitor management system;
- return their visitor badge;
- leave the premises promptly.

Reception staff will monitor visitor signing-in and signing-out records to ensure procedures are followed.

The Headteacher, Designated Safeguarding Lead and nominated Safeguarding Governor will monitor compliance with visitor procedures through safeguarding audits, site checks and reviews of any incidents involving visitors.

4. Special Categories of Visitors

4.1 VIPs (Very Important Persons)

VIPs are visitors whose public profile or official position may require additional planning before a visit. Examples include:

- Members of the Royal Family or Royal representatives
- Members of Parliament, government ministers and elected representatives
- Civic leaders, including Mayors
- Senior officers from local authorities or public services
- Religious leaders
- Chief Executives or senior representatives of organisations and charities
- Authors, athletes, performers, media personalities and other notable public figures
- Visitors attending official school events or celebrations

Arrangements for VIP Visits

VIP visits should be arranged well in advance to allow appropriate planning and risk assessment.

The Headteacher (or delegated senior leader) will ensure that:

- the purpose and educational value of the visit are clear;
- safeguarding arrangements are considered before the visit;
- any security requirements are identified;
- appropriate supervision arrangements are in place;
- pupils are supervised throughout the visit.

VIPs should normally follow the same signing-in procedures as all other visitors. Where security or protocol arrangements differ (for example, members of the Royal Household or protected persons), alternative arrangements may be agreed by the Headteacher.

VIPs and members of their party should be accompanied by a member of staff throughout the visit unless alternative arrangements have been agreed.

4.2 Local Authority and Professional Visitors

Professionals visiting the school as part of their role may include:

- Local Authority officers
- Education advisers
- Educational Psychologists
- Social Workers
- Family Support Workers
- Health professionals
- Early Help practitioners
- Police officers
- Youth Justice representatives
- NHS staff
- Other commissioned services

The school will verify the visitor's identity and obtain appropriate assurance that the employing organisation has carried out all required safer recruitment and DBS checks where appropriate, in accordance with KCSIE 2026.

Where written assurance is already held by the school or Local Authority, additional evidence will not normally be requested.

4.3 Staff from External Agencies

Where staff are employed by external organisations, agencies or commissioned services, the school will obtain written confirmation that all required pre-employment and safer recruitment checks have been completed before allowing unsupervised access to pupils where appropriate.

The school will always verify the visitor's identity on arrival.

4.4 Contractors

All contractors must report to reception on arrival and follow the school's visitor procedures.

The school will determine the appropriate level of safeguarding checks based on:

- the nature of the work;
- whether the work constitutes regulated activity;
- the frequency and location of contact with pupils;
- whether the contractor will be supervised at all times.

Contractors who have not undergone appropriate safeguarding checks must not have unsupervised access to children.

Where building or maintenance work is taking place during the school day, appropriate risk assessments will be completed. Measures may include:

- secure segregation of work areas;
- fencing or barriers;
- separate access routes;
- restricted working hours;
- supervision where necessary.

The school will always verify the identity of contractors before work begins.

4.5 Initial Teacher Training Students and Placement Students

Students undertaking teacher training or other educational placements must have appropriate safer recruitment checks completed.

Where trainees are employed directly by the school, the school is responsible for carrying out all statutory checks.

Where trainees are placed through a university, SCITT, apprenticeship provider or other accredited training provider, the school will obtain written confirmation that all required pre-placement checks have been completed before the placement begins.

Students will receive safeguarding induction appropriate to their role.

4.6 Governors and Trustees

Governors and Trustees are expected to follow the school's visitor procedures whenever they visit the school.

Governors who engage in regulated activity or have regular unsupervised contact with children will have the appropriate DBS and other statutory checks completed in accordance with KCSIE 2026.

4.7 Parents, Carers and Family Members

Parents, carers and relatives attending school events, meetings, appointments, performances or other activities are welcome visitors to Candleby Lane School.

Parents and carers are not normally required to undergo DBS checks when attending events such as assemblies, performances, sports days or meetings. The Headteacher will use professional judgement to determine whether supervision or escorting is appropriate depending on the nature of the visit and access to pupils.

Parents and carers attending meetings, appointments or events must report to reception and follow the school's visitor procedures. Where discussions involve confidential information, meetings will take place in an appropriate private area to protect the privacy of pupils, families and staff.

Parents, carers and family members are expected to:

- sign in and wear a visitor badge whilst on site;
- remain in agreed areas of the school;
- follow staff instructions;
- respect confidentiality;
- comply with the school's expectations regarding photography, recording and mobile phone use.

Failure to follow visitor procedures may result in the visitor being asked to leave the school site.

4.8 Ofsted and Other Inspectors

Inspectors from Ofsted and other regulatory bodies will provide official photographic identification on arrival.

The school will verify identification before granting access to the premises.

Inspectors are subject to appropriate safeguarding vetting arrangements through their employing organisation and will be treated as professional visitors.

4.9 Volunteers

Volunteers, including parent volunteers, regular helpers and students, will be subject to appropriate recruitment, safeguarding and DBS checks based on the nature of their role. All volunteers will receive safeguarding information and work under the direction of school staff.

4.10 Visiting Speakers and External Organisations

Candleby Lane School recognises the value that external visitors and organisations can bring to pupils' learning and personal development. However, all visitors delivering sessions or activities with pupils must be carefully considered to ensure they support the school's values, curriculum aims and safeguarding responsibilities.

Before inviting an external speaker or organisation into school, the Headteacher or delegated senior leader will consider:

- the educational purpose and relevance of the visit;
- the suitability of the content for the age, stage and needs of the pupils involved;
- the reputation, suitability and background of the organisation or individual;
- any safeguarding implications, including whether appropriate checks or assurances are required;
- any risks associated with the visit, including risks relating to equality, discrimination or extremism;
- compliance with the school's Prevent Duty responsibilities.

External speakers must not use the opportunity to promote views that are discriminatory, extremist, inappropriate or contrary to the school's values.

Visitors delivering sessions to pupils will normally be supervised by a member of school staff at all times. Staff remain responsible for pupils' safety, behaviour and wellbeing throughout the session.

Where appropriate, resources, presentations or materials provided by external organisations will be reviewed in advance to ensure they are suitable and align with the school's curriculum and safeguarding expectations.

5. Safeguarding Checks for Volunteers, Trainees and Other Adults

Appropriate safeguarding and safer recruitment checks will be carried out for volunteers, trainee teachers, placement students and other adults working within the school, in accordance with:

- Keeping Children Safe in Education (KCSIE) 2025;
- the school's Safer Recruitment Policy;
- the school's Child Protection and Safeguarding Policy; and
- relevant Disclosure and Barring Service (DBS) requirements.

The school will determine the level of checks required according to:

- the nature of the individual's role;
- whether they are undertaking regulated activity;
- the frequency and duration of their work in school;

- whether they will have unsupervised access to pupils.

Where individuals are employed or supplied by another organisation, the school will obtain written confirmation that all appropriate safer recruitment checks have been completed before work commences where required.

Visitors who are not undertaking regulated activity will be supervised as appropriate and will not be permitted unsupervised access to pupils.

Note: Arrangements relating to the Childcare Disqualification Regulations are managed through the school's safer recruitment procedures and are not normally applicable to occasional visitors.

6. Raising Awareness of Visitor Safety with Pupils

Pupils are regularly reminded through safeguarding education, assemblies, Relationships Education, Healthy Bodies, Healthy Minds (HBHM), and classroom activities about how to keep themselves safe.

Where appropriate, pupils will be reminded before visits, assemblies or events involving external visitors to:

- remain with the supervising member of staff;
- follow staff instructions at all times;
- avoid entering unsupervised areas of the school;
- report anything that makes them feel worried or uncomfortable;
- understand that trusted adults in school are available to help.

Staff will ensure that pupils understand that all visitors should wear an authorised visitor badge or identification whilst on site. Pupils will be encouraged to tell a trusted adult immediately if they see an unfamiliar adult without a visitor badge, or if a visitor behaves in a way that makes them feel worried, unsafe or uncomfortable.

Where visits involve VIPs, external speakers or larger numbers of visitors, additional safety arrangements may be communicated to pupils before the event.

7. Concerns Relating to Visitors

The safety and welfare of children is the school's highest priority.

Any concerns about the conduct, behaviour or suitability of a visitor must be reported immediately to the Headteacher, Designated Safeguarding Lead (DSL) or Deputy DSL.

This includes concerns where a visitor:

- behaves in a way that causes concern for a child's welfare;
- breaches the school's safeguarding procedures;
- attempts to access restricted areas;
- is found without appropriate authorisation;
- acts inappropriately towards pupils or staff;
- attempts to take photographs or recordings without permission;
- expresses extremist, discriminatory or inappropriate views.

Where appropriate, the visitor may be asked to leave the premises immediately.

The school will take any necessary safeguarding action in accordance with its Child Protection and Safeguarding Policy, including:

- recording concerns;
- reporting concerns to Children's Social Care where appropriate;
- seeking advice from the Nottinghamshire Safeguarding Children Partnership;
- consulting the Local Authority Designated Officer (LADO) where concerns relate to the behaviour of an adult working with children;
- contacting the police where a criminal offence may have been committed.

All safeguarding concerns involving visitors will be recorded and managed in accordance with statutory guidance, including **Keeping Children Safe in Education (KCSIE) 2025**.

8. Unknown, Uninvited or Malicious Visitors

Any person on the school site who is not wearing an authorised visitor badge, staff identification or who cannot explain their reason for being on site should be approached in a polite and professional manner using the **"Stop, Challenge and Verify"** principle.

Staff should:

- **Stop** – approach the individual where it is safe to do so.
- **Challenge** – politely ask who they are, why they are on site and whether they have signed in.
- **Verify** – direct the individual to the school reception to sign in and obtain a visitor badge if appropriate.

If the individual refuses to comply, becomes aggressive or their behaviour gives cause for concern:

- staff should not place themselves at risk;
- the Headteacher or a member of the Senior Leadership Team should be informed immediately;
- the Designated Safeguarding Lead (DSL) should be informed where appropriate;
- the school's lockdown procedures may be implemented if there is an immediate risk to pupils or staff;
- the police will be contacted where necessary.

Any incidents involving unauthorised visitors will be recorded and reviewed to identify any improvements required to site security or safeguarding arrangements.

The school's Emergency Plan, Lockdown Procedures and Critical Incident Procedures set out the actions to be taken in response to intruders, malicious visitors or other security incidents.

9. Monitoring and Review

The Headteacher and Governing Body are responsible for ensuring that visitor procedures are implemented effectively and support the school's safeguarding culture.

The Designated Safeguarding Lead (DSL), alongside the Headteacher and relevant members of the Senior Leadership Team, will monitor the effectiveness of visitor arrangements through:

- regular checks of visitor signing-in and signing-out records;
- monitoring compliance with visitor badge procedures;
- reviewing any incidents, concerns or breaches relating to visitors;
- completing safeguarding and site security audits where appropriate;
- gathering feedback from staff to identify any improvements required.

Any concerns identified through monitoring will be addressed promptly and used to strengthen safeguarding practice.

The effectiveness of this guidance will be reviewed:

- annually as part of the school's safeguarding policy review cycle;
- following any significant incident involving a visitor;
- following changes to statutory guidance or local safeguarding procedures; or
- where monitoring identifies that amendments are required.

The Governing Body will receive appropriate safeguarding updates to provide assurance that visitor management procedures remain effective.

10. Linked Policies and Guidance

This guidance should be read in conjunction with the school's other safeguarding, health and safety and operational policies, including:

- Child Protection and Safeguarding Policy (current academic year)
- Staff Code of Conduct
- Safer Recruitment Policy
- Managing Allegations and Low-Level Concerns Policy
- Whistleblowing Policy
- Health and Safety Policy
- Online Safety Policy
- Prevent Risk Assessment and Action Plan
- Behaviour Policy
- Equality Policy
- Accessibility Plan
- Data Protection (UK GDPR) Policy
- Emergency Plan and Lockdown Procedures
- Fire Safety and Emergency Evacuation Procedures
- First Aid Policy
- Visitor Code of Conduct (where applicable)

This guidance has been developed with reference to:

- **Keeping Children Safe in Education (KCSIE) 2025**
- **Working Together to Safeguard Children (2023)**
- **Prevent Duty Guidance (2023)**
- **Nottinghamshire Safeguarding Children Partnership (NSCP) procedures**
- **Nottinghamshire County Council guidance relating to visitor management and safeguarding arrangements (where applicable)**

Appendix 1: Visitor Code of Conduct

Candleby Lane School Visitor Code of Conduct

At Candleby Lane School, we are committed to safeguarding and promoting the welfare of all children. We expect all visitors to support us in maintaining a safe, respectful and welcoming environment.

All visitors must:

On arrival

- Report to reception on arrival and do not enter the school building through other entrances unless authorised.
- Sign in using the school's visitor system.
- Wear a visitor badge visibly at all times whilst on site.
- Follow instructions from school staff.
- Remain in agreed areas of the school.

Safeguarding

Visitors must:

- Never be alone with pupils unless this is part of their agreed professional role and appropriate safeguarding checks have been confirmed.
- Report any safeguarding concerns immediately to a member of staff or the Designated Safeguarding Lead (DSL).
- Challenge or report any concerns regarding unidentified adults on site.
- Follow all school safeguarding procedures.

Confidentiality

Visitors must:

- Respect the privacy of pupils, families and staff.
- Not discuss information relating to children, families or staff that they may become aware of during their visit.
- Not access confidential information unless this is required for their professional role.

Mobile phones, photography and recording

Visitors must not:

- Take photographs or videos of pupils or staff unless this has been specifically authorised by the school.
- Share photographs, videos or information about pupils on social media.
- Use mobile phones in areas where this has been restricted.

Health, safety and security

Visitors must:

- Follow emergency procedures and instructions from staff.
- Report any accidents, hazards or concerns to a member of staff.
- Sign out before leaving the premises.

- Return their visitor badge when leaving.

Failure to follow this code of conduct may result in visitors being asked to leave the school site.



Candleby Lane School

Visitor Code of Conduct

At Candleby Lane School, we are committed to safeguarding and promoting the welfare of all children. We want our school to be a safe, welcoming and respectful environment for pupils, staff, families and visitors.

All visitors to the school are expected to follow this Code of Conduct.

When Visiting School

Visitors must:

- ✓ Report to reception on arrival and sign in using the visitor system.
- ✓ Wear a visitor badge visibly at all times whilst on the school premises.
- ✓ Remain in agreed areas of the school and follow staff instructions.
- ✓ Be accompanied by a member of staff unless alternative arrangements have been agreed.
- ✓ Sign out and return their visitor badge when leaving the premises.

Safeguarding Expectations

Everyone has a responsibility to help keep children safe.

Visitors must:

- ✓ Report any safeguarding concerns immediately to a member of staff or the Designated Safeguarding Lead (DSL).
- ✓ Inform staff if they notice an unidentified adult on the school site.
- ✓ Maintain appropriate professional boundaries with pupils at all times.
- ✓ Treat all pupils with respect and dignity.

Visitors must not:

- ✗ Be alone with pupils unless this is part of their agreed role and appropriate checks have been completed.
- ✗ Ask pupils to keep secrets.
- ✗ Use behaviour, language or actions that could make a child feel uncomfortable or unsafe.

Professional Conduct and Confidentiality

Visitors must:

- ✓ Act as positive role models.
- ✓ Treat pupils, staff and other visitors with respect.
- ✓ Respect confidentiality and privacy.
- ✓ Only access information that is necessary for their role.

Visitors must not:

- X Discuss individual pupils, families or staff outside of their professional role.
- X Share confidential information.
- X Use discriminatory, offensive or inappropriate language.
- X Engage in behaviour that could undermine the school's values.

Photography, Recording and Social Media

To protect the privacy and safety of our pupils:

Visitors must not:

- X Take photographs, videos or recordings of pupils or staff unless specifically authorised by the school.
- X Share images or information about pupils on social media.
- X Contact pupils through personal social media accounts or online platforms.

Health, Safety and Security

Visitors must:

- ✓ Follow emergency procedures and instructions from school staff.
- ✓ Report any accidents, hazards or concerns to a member of staff.
- ✓ Follow any site-specific safety arrangements.

In an emergency, visitors should follow instructions from staff and go to the designated location or assembly point.

Concerns About Visitor Behaviour

The safety and wellbeing of our pupils is our priority.

If a visitor does not follow this Code of Conduct, behaves inappropriately, or causes concern, the school may:

- ask the visitor to leave the premises;
- restrict future access to the school;
- report concerns to the appropriate agencies where necessary.

Visitor Agreement

I confirm that I have read and agree to follow the Candleby Lane School Visitor Code of Conduct.

Name: _____

Organisation (if applicable): _____

Date: _____

Signature: _____

Safeguarding Advice

Volunteers, Visitors and Supply

Welcome to Candleby Lane School

At Candleby Lane, the safety and wellbeing of our pupils is our highest priority. Everyone who visits our school has a responsibility to help maintain a safe, respectful and welcoming environment.

Thank you for helping us keep children safe by following the guidance below.

Our Safeguarding Team

If you have a concern about a child, please report it immediately to a member of staff or our Designated Safeguarding Lead (DSL) team.

- Designated Safeguarding Lead: **Claire Lindsay**
- Deputy Designated Safeguarding Lead: **Ian Bly**



Wider DSL Team:

- Kaleigh Dimmock
- Alex Cooper
- Wendy Soar
- Amy Messom
- Laura Rooney



On Arrival at School

All visitors must:

- ✓ Report to reception on arrival
- ✓ Sign in using the school's visitor system
- ✓ Wear a visitor badge visibly at all times
- ✓ Remain with the member of staff responsible for them unless alternative arrangements have been agreed
- ✓ Follow instructions from school staff
- ✓ Sign out before leaving the premises

If you see an adult on site who is not wearing appropriate identification, please inform a member of staff.

Safeguarding is Everyone's Responsibility

If you become concerned about a child, this must be reported immediately.

Concerns may include:

- something a child says that worries you;
- changes in a child's behaviour or presentation;

- unexplained marks or injuries;
- concerns about a child's safety or wellbeing.

Please remember: **Do not ignore a concern – report it.**



Appendix 3 – Visitor Management Monitoring Checklist

Visitor Management Safeguarding Audit

School: Candleby Lane School

1. Visitor Sign-In and Identification

Check	Yes	No	Action Required
All visitors enter through the designated reception area			
Visitors sign in using the school's visitor management system			
Visitors provide identification where required			
Visitors are issued with an appropriate visitor badge			
Visitor badges are worn visibly whilst on site			
Visitors sign out when leaving the premises			
Visitor badges are returned when visitors leave			

2. Safeguarding and Supervision

Check	Yes	No	Action Required
Staff understand expectations for managing visitors			
Visitors are appropriately supervised where required			
Visitors are not left unsupervised with pupils unless appropriate checks and permissions are in place			
Staff challenge unfamiliar adults or adults without identification			
Pupils understand the purpose of visitor badges and who to report concerns to			
Safeguarding concerns involving visitors are recorded and managed appropriately			

3. External Visitors and Speakers

Check	Yes	No	Action Required
The purpose and educational value of external visits have been considered			

Content is appropriate for the age and needs of pupils			
Prevent and equality considerations have been considered where appropriate			
External visitors working with pupils are appropriately checked or supervised			
A member of staff remains responsible for pupils during external sessions			

4. Contractors and Professional Visitors

Check	Yes	No	Action Required
Contractor arrangements are agreed before work begins			
Appropriate DBS checks/assurances are obtained where required			
Contractors understand site safety requirements			
Contractors working on site are appropriately supervised where required			

5. Monitoring and Review

Check	Yes	No	Action Required
Visitor records are reviewed periodically			
Any breaches of visitor procedures are recorded and followed up			
Feedback from staff is considered to improve visitor arrangements			
Visitor procedures are reviewed following incidents or changes in guidance			

Summary of Findings

Strengths identified:	
Actions required:	
Completed by:	

If a Child Talks to You About Something Worrying

If a child shares a concern with you:

- ✓ Stay calm and listen carefully
- ✓ Allow the child to speak freely
- ✓ Reassure them that they have done the right thing by telling you
- ✓ Explain that you may need to share the information with someone who can help
- ✓ Report the concern immediately to the DSL or a member of staff

Please do not:

- ✗ Promise to keep information secret
- ✗ Ask leading questions
- ✗ Investigate the concern yourself

Professional Behaviour and Confidentiality

Visitors are expected to:

- ✓ Treat pupils, staff and other visitors with respect
- ✓ Act as a positive role model
- ✓ Maintain professional boundaries
- ✓ Respect pupils' privacy and personal space
- ✓ Keep information about pupils, families and staff confidential

Visitors must not:

- ✗ Discuss pupils, families or staff outside of their professional role
- ✗ Share confidential information
- ✗ Exchange personal contact details with pupils
- ✗ Contact pupils through social media
- ✗ Use inappropriate language, jokes or behaviour
- ✗ Engage in inappropriate physical contact with pupils

Photography, Recording and Mobile Phones

To protect the privacy and safety of our pupils:

- Visitors must not take photographs or videos of pupils unless this has been specifically authorised by the school.
- Visitors must not share images or information about pupils on social media.
- Please follow staff guidance regarding mobile phone use whilst on site.

Health and Safety

Please follow all instructions given by school staff during your visit.

Fire and Emergency Procedures

If the fire alarm sounds:

- ✓ Leave the building immediately using the nearest safe exit
- ✓ Follow instructions from staff
- ✓ Go to the designated assembly point
- ✓ Do not re-enter the building until instructed to do so

If there is a lockdown or other emergency:

- ✓ Follow staff instructions
- ✓ Remain where directed
- ✓ Do not leave the premises unless instructed

Accidents or Illness

If you have an accident or become unwell during your visit:

- Inform a member of staff or report to reception.
- You may be asked to complete an accident report form.

Our school has trained first aiders available during the school day.

Thank You

Thank you for helping us maintain a safe, caring and inclusive environment where all children can learn and thrive.

Candleby Lane School

