

COVID – MANAGING VISITORS

Next Gen
Student
Services

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INTRODUCTION

This guidance is intended to help provisions manage visitors in a way that ensures the safety of children and adults whilst on the provision site.

The responsibility for this lies with the CEO, senior leadership team and the governing body and trust.

The role of provisions and college staff informs; *All staff have a responsibility to provide a safe environment in which children can learn.*

Coronavirus – The CEO are responsible for ensuring that visitors to the site are effectively managed within the existing system of provision control measures and risk assessments.

GUIDANCE AND RESPONSIBILITIES

Policy statement and principles

The CEO and provision staff are responsible for implementing this guidance and managing visitors to the provision, 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 provision are properly welcomed and managed safely within provision.

All staff should be made aware of this guidance and that it applies to all visitors equally, including VIPs.

It should be included within the establishment's whole provision child protection policy and referenced in the provision's health and safety policy and access policy.

Types of visitors

There are several different types of legitimate visitors to a provision:

Visitors who attend the provision in connection with children and who have a professional role i.e., social workers, educational psychologist, SEND officers, Officers from the Fair Access 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 provision 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, parent helpers, provision governors,
- 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.

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

PROCEDURES FOR ALL VISITORS

Our provision requires the following procedures to be followed:

- Wherever possible, visits to provisions should be pre-arranged
- All visitors must report to reception first and not enter the provision 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 visitors are required to complete on the online [COVID Waiver Form](#)
- All Warwickshire County and City of Coventry Council staff should show their photo ID card.
- All visitors will be asked to sign the visitors' record book or equivalent such as an electronic recording 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 and displayed prominently.
- 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 provision 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 provision, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- Provision staff should check the signing in and out' records regularly to monitor compliance with these procedures.
- The CEO 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 provision are kept safe.

SPECIAL CATEGORIES OF VISITOR

VIPs

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.

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 recognizing 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 but a degree of common sense should prevail e.g. it is unlikely that the King 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 VIPs and any entourage should be accompanied at all times by a member of staff.

Warwickshire County and City of Coventry Council staff

Warwickshire County and City of Coventry Council staff who visit provisions 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 regulations¹ In these circumstances the statutory guidance² says:

Provisions and colleges must obtain written notification from any agency, or third party organisation, that they have carried out the checks on an individual who will be working at the provision or college that the provision or college would otherwise perform. In respect of the enhanced DBS check, provisions and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business. 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 barred list information, prior to appointing the individual.'

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

Provisions will, of course, need to see identification from visitors to confirm that they do indeed work for WCC. All Warwickshire County and City of Coventry Council staff visiting provisions carry photo identification.

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

Staff from other agencies

The same requirement as in 4.2 applies. If provisions have 'written notification' from an agency that their staff have had all the appropriate pre-employment checks that the provision 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.

Contractors

The statutory guidance³ says:

Provisions and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the provision or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Provisions and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If an individual working at a provision or college is self-employed, the provision 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.

Provisions and colleges should always check the identity of contractors and their staff on arrival at the provision or college.

For building or maintenance contractors' provisions should 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 provision.

Governors

Governors should follow the same procedures as other visitors when coming into provision. 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

Provisions 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. CEOs and principals should use their professional judgment about the need to escort or supervise such visitors.

Ofsted

Ofsted inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

Provisions can regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as WCC 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-provision care of

children under 8. The implications of these regulations are set out in revised statutory guidance⁴. Warwickshire County and City of Coventry Council has also issued guidance to provisions⁵.

5.1 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 Guidance⁶).
2. Health staff, speech therapists, Educational Psychologists.

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

3. Provision governors

'Provision 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, their view Ofsted inspectors are not covered by the requirements of the 'Childcare Disqualification' legislation.

5.2 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 provisions (for example peripatetic music teachers or individuals supporting children with additional need) 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)

Warwickshire County and City of Coventry Council can confirm that all WCC 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 provisions. 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. 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 (including individuals on work experience) who are directly concerned with the management of childcare provision, or who work on a regular basis, **whether supervised or not**, 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 should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would normally be the CEO or another member of the provision's senior leadership team, who should then report the concerns to the designated safeguarding lead.

Any issues regarding the suitability of visitors to the provision should be noted by the designated person for safeguarding and promptly brought to the attention of the CEO. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding should contact the Warwickshire 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 PROVISION

Any visitor to the provision site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the CEO or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called.

Provisions should use the advice and procedures described within:

- Provisions' Emergency Plans should include arrangements for responding to 'intruders' and 'lockdown arrangements' in the event of a 'malicious visitor.'
- Monitoring and Evaluation

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

LINKED POLICIES

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

- Child and Adult Protection Policy
- Healthy and Safety Policy

- Whistle Blowing Policy
- Disqualification under the Childcare Act 2006
- Childcare (Disqualification) Regulations 2018 – Statutory Guidance for Provisions
- The UKCIS external visitors' guidance will help provisions and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors.