



## **Protocol for visitors to schools**

Effective schools work closely with parents, other members of the local community and with other agencies.

At the same time, a school's most fundamental duty is to protect the safety and welfare of their pupils. This requires that it establishes effective policies and procedures for managing the risks presented by adults to children. Part of the management of these risks is to make sure that the school is aware of the checks made on visitors<sup>1</sup> before they enter the school.

- Schools are not open places to which any member of the public is entitled to right of access. The school must satisfy themselves that all visitors, no matter who they are, pose no risk to children. Pupils, staff, governors and parents do not have unrestricted right of access to the school but in light of their employment or connection with the school will have identification and follow safeguarding procedures managed by the school.
- Notices should be posted at the entrances to the school premises, which clarify the terms on which people may enter.
- While being welcoming the notice should indicate that visitors should present themselves at a specified reception point, with a route indicated if necessary. Any visitor will be admitted to the school building only after they have made contact with a member of staff

---

<sup>1</sup> A visitor is a person entering school premises that is not for the purpose of leaving or collecting children at the beginning or end of the school day.

- All visitors to the school will need to register their presence (sign in / out book) and wear a badge to show that they are an official visitor.
- Visitors from Children's Services, Medway Council <sup>2</sup> and agencies listed in Appendix 1 should wear their identity badge on all visits. There are safe recruitment procedures in place for vetting these staff
- Any visitors that will have contact with children but do not fall into the above category should carry and be asked for an enhanced CRB check. These are listed in Appendix 2. The contract with Scholarest, at present does not require CRB checks, but Medway Council is in the process of undertaking these.
- Supply agencies must obtain an enhanced CRB check in respect of all supply teachers before they place them in a school. Head teachers should ask the supply teacher to produce their copy of the enhanced disclosure. Head Teachers should consult the Human Resources section of Medway Council whenever there is doubt about the background of supply or temporary staff in the school.
- Occasional, or rare visitors (e.g. Grandparent to talk about life in the war, plumber to repair leak) that do not have the necessary checks should be accompanied at all times.

Remember that adults do not have to have one to one contact with children in school to pose a risk. Children may see adults in school as 'safe and trustworthy' and could meet them out of school, where abuse might take place.

**Author:** Linda Randall, Safeguarding Adviser (Education).

**Published:** December 2006

**Review date:** December 2007

---

<sup>2</sup> Safer recruitment & vetting of staff & others working with children and vulnerable adults. Policy and Procedure. Medway Council, Human Resources Dept.

## **Appendix 1**

- Connexions advisors
- Primary Care Trust, Health Visitors School Nurses, Speech and Language Therapists
- Medway Acute Trust, Paediatricians, Paediatric nurses, Clinical Support Workers
- Mentors via Excellence Cluster
- Place 2 Be Counsellors
- Visitors from Child and Adolescent Mental Health service

## **Appendix 2**

- Visitors employed on contracts via procurement at Medway Council will have been required to have Criminal Record Checks these include; Corporate School Cleaning, Corporate Window Cleaning, Grounds Maintenance, Housing maintenance, Playground maintenance.
- Contractors (this should be in place for any contract set out by schools or accepted i.e. in any tender documents) directly employed by the school  
Students on long-term placements at the school.

## **Appendix 3**

### **'Examples of people who do not need a CRB disclosure**

- Visitors who have business with the head teacher, principal or other staff or who have brief contact with children with a member of staff present
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment; and who would not be left unsupervised on school premises;
- Volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. sports day, school fete, college open day
- Secondary pupils on key stage 4 work experience in other schools, colleges or nursery classes; secondary pupils undertaking work in another school or college as part of voluntary studies; or key stage 5 or sixth form pupils in connection with a short careers or subject placement. In these

cases the school placing the pupil should ensure that s/he is suitable for the placement in question;

- People who are on site before or after school or college hours and when children are not present, e.g. local groups who hire premises for community or leisure activities, cleaners who only come in after children have gone home, or before they arrive.'

*Safeguarding Children and Safer Recruitment in Education'*

*DfES 2006*

*Comes into force 1 January 2007*

**Medway Safeguarding Children Board endorsed this protocol on  
5<sup>th</sup> December 2006**