

Nottinghamshire Visitors and VIPs Guidance for School – 2025

Butler's Hill Infant & Nursery School



September 2026

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Contents

A. Introduction

B. Guidance and Responsibilities

- School Ethos
- Roles and Responsibilities
- Types of Visitors

C. Procedures for All Visitors

- Pre-arrangement and Notification
- Reception and ID Checks
- Supervision and Behaviour Expectations
- Departure and Record-Keeping

D. Special Categories of Visitors

- VIPs
- NCC Staff and Other Agencies
- Governors
- Contractors
- Trainee Teachers
- External Organisations
- Parents and Relatives
- Ofsted

E. Childcare Disqualification Regulations

- Visitors Not Covered
- Visitors Covered

F. Raising Awareness with Children

G. Concerns Related to a Visitor

- Reporting and Escalation

H. Unknown or Malicious Visitors

- Challenge and Escort
- Emergency and Lockdown
- Safe Alert and Operation Striver

I. Monitoring and Evaluation

J. Linked Policies, Legislation, Guidance and Resources

Section A - Introduction

This guidance is informed by the statutory safeguarding duties set out in *Keeping Children Safe in Education* (**KCSIE**) 2026, which all schools and colleges in England must follow to safeguard and promote the welfare of children.

It applies to all education settings across Nottinghamshire, including maintained schools, academies, free schools, independent schools, colleges, pupil referral units, and alternative provision.

While the procedures outlined in this document provide a consistent framework, it is essential that Headteachers, Designated Safeguarding Leads (DSLs), and senior leaders apply professional judgement when implementing them.

All staff have a responsibility to provide a safe environment in which children can learn, and visitor management must be embedded within the school's wider safeguarding policies and procedures to support that aim.

Section B - Guidance and Responsibilities

School Ethos

At Butler's Hill Infant and Nursery School we have a responsibility and commitment to keeping children safe. Safeguarding policies and procedures are in place and copies can be found on the school website. Actions will be taken in a timely manner to safeguard and promote children's welfare should concerns arise or incidents occur through inappropriate actions or threats by visitors or VIP's.

Mission Statement

We believe that high expectations, respect and a love of learning, contributes to success in school and in later life. Through our engaging curriculum, personalised learning and supportive community, we enable our pupils to flourish, feel safe and believe in themselves. All schools, academies, and colleges in Nottinghamshire are committed to creating a safe, welcoming, and inclusive environment where children and young people feel protected, respected, and able to learn. Safeguarding is a shared responsibility, and every member of staff has a duty to contribute to a culture of vigilance and care. All staff must be made aware of this guidance and that it applies to all visitors equally, including VIPs. Visitor management procedures must be embedded within the school's wider safeguarding arrangements and included within the whole-school child protection policy. They should also be referenced in the school's health and safety policy and access policy.

Responsibilities of Headteacher, DSL, Governing Body/Trust

The Headteacher (**RHallam**) holds overall responsibility for implementing this guidance and ensuring that visitor arrangements reflect the school's safeguarding ethos. The Designated Safeguarding Lead (DSL) (**VSiddons**) is responsible for overseeing visitor procedures, advising on risk assessments, and responding to any concerns raised about visitor conduct. The Governing Body must ensure that robust systems are in place to monitor compliance, evaluate effectiveness, and support a whole-school approach to safeguarding. All procedures should be clearly communicated to staff and reviewed regularly to ensure they remain fit for purpose.

Types of Visitors

Schools, academies, and colleges will routinely welcome a wide range of visitors. While the purpose of each visit may differ, safeguarding responsibilities apply equally to all. Visitors may include:

- **Professional visitors - Individuals attending in connection with a child's education, health, or welfare, such as but not limited to:**
Social workers, educational psychologists, therapists, local authority officers
- **Parents, carers and volunteers:**
Individuals attending school for meetings, events, or to support school activities, for example reading volunteers, classroom helpers, PTA volunteers or adults accompanying educational visits.
- All volunteers will be managed in accordance with the school's safeguarding procedures and Keeping Children Safe in Education. Appropriate supervision and safeguarding arrangements will be determined according to the nature, frequency and circumstances of the volunteer's role.
- **From 1 September 2026, the supervision exemption for regulated activity with children no longer applies.** A volunteer who teaches, trains, instructs, cares for or supervises children will be considered to be undertaking regulated activity where this takes place on **more than 3 days in any 30-day period**, or **overnight between 2am and 6am where there is an opportunity for face-to-face contact with children**, even where the volunteer is supervised by a member of staff.
- Where a volunteer is undertaking regulated activity, the school will ensure that an **Enhanced DBS check with Children's Barred List information** has been obtained, or that the individual's barred-list status has otherwise been checked in accordance with current statutory guidance, before permitting them to undertake regulated activity.
- Occasional volunteers who do not meet the regulated-activity threshold, for example a parent supporting a one-off school event or daytime educational visit, will be risk assessed and supervised appropriately in accordance with the school's safeguarding procedures.

VIPs and high-profile guests - Visitors invited to inspire pupils or celebrate achievements, such as but not limited to:

Civic leaders, Authors, Sports Personalities, Public figures.

These visits must be carefully planned and risk-assessed to ensure they are safe, appropriate, and aligned with the school's safeguarding ethos

Section C - Procedures for All Visitors

All visitors to the school site must be managed in a way that prioritises the safety of children and supports the school's safeguarding arrangements. The following procedures must be followed consistently:

Pre-arrangement and Notification

- Wherever possible, all visits should be pre-arranged and approved by a member of the Senior Leadership Team.
- Staff arranging a visitor must provide sufficient information in advance to allow appropriate safeguarding and suitability checks to be completed. This should include:
 - the visitor's full name;
 - their role, organisation or employer;
 - the purpose of the visit;
 - the activity they will undertake;
 - whether they will have direct contact with children;
 - whether they will be supervised or working independently;
 - any relevant safeguarding, DBS or professional assurances required for the role.

- Where the visit involves direct work with pupils, sensitive subject matter, safeguarding-related activity, external speakers, alternative provision or any potential safeguarding concern, the DSL or a member of the safeguarding team should be involved before the visit takes place.
- Any presentation, workshop, programme, resources, videos or other materials that will be delivered or shown to pupils should be reviewed in advance, where appropriate, to ensure they are suitable for the age and needs of pupils and are consistent with the school's curriculum, safeguarding responsibilities, equality duties and British Values.
- The school reserves the right to request further information, amend the planned activity, require additional supervision or decline a visit where appropriate safeguarding or suitability assurances cannot be obtained.

Reception Protocols

- All visitors must report to the main reception and must not enter the site via any other entrance unless specifically authorised.
- At reception, visitors must explain the purpose of their visit and identify the member of staff who has invited or is expecting them.
- Formal identification must be provided where appropriate. Nottinghamshire County Council staff must show their NCC photo identification.
- All visitors must sign in using the school's visitor management system or manual logbook. Where an electronic system is used, this may include a photograph being taken for identification and safeguarding purposes.
- Where the visitor is part of a large group, a separate register may be used, provided that the school can accurately account for all members of the group while they are on site.
- A visitor badge or lanyard must be issued and worn visibly at all times while on site. At Butler's Hill, a **green lanyard denotes a visitor for whom the school has confirmed the appropriate checks and arrangements for their role**, while a **blue lanyard denotes a visitor who must remain accompanied by a member of staff**.
- The colour of a lanyard must not be treated as evidence, by itself, that a visitor is permitted unsupervised access to children.

Supervision and Access Control

- Visitors must remain in designated areas and be accompanied by a member of staff unless the school has confirmed in advance that unsupervised access is necessary and appropriate for their role and that all required safeguarding checks have been completed.
- **A DBS check alone does not automatically authorise a visitor to have unsupervised access to pupils.** Decisions about supervision must take account of the visitor's role, the nature and frequency of their contact with children, the activity being undertaken and whether the activity meets the legal definition of regulated activity.
- **Children's Barred List information must only be requested where the individual is legally eligible for such a check because they are undertaking regulated activity or another role for which barred-list information can lawfully be obtained.**
- Visitors must not be left alone with pupils unless this is a legitimate and approved part of their role, the school is satisfied that the necessary checks and safeguarding arrangements are in place, and unsupervised contact has been explicitly authorised.
- Where a visitor does not meet the requirements for unsupervised access, they must remain under appropriate supervision throughout their visit.
- If a visitor unexpectedly finds themselves alone with pupils, they must immediately seek a member of staff or return to reception. This expectation should be clearly explained to visitors on arrival.

Expectations for Behaviour and Safeguarding Awareness

- All visitors must comply with the school's safeguarding expectations, staff code of conduct where applicable, visitor procedures and professional boundaries.
- Visitors must behave in a professional and appropriate manner towards pupils at all times and must not form, encourage or maintain inappropriate personal relationships with children.
- Visitors must not give pupils their personal telephone number, email address, social-media details, gaming details or other personal contact information, nor should they request or accept such information from pupils.
- Any visitor who has a concern about a child, witnesses a safeguarding issue or receives a disclosure must report this immediately to the Designated Safeguarding Lead or a Deputy DSL and must not investigate the matter themselves.
- Visitors must not use personal mobile phones or other personal devices in areas where children are present unless this has been explicitly authorised for a legitimate purpose.
- Photography, filming, audio recording or live-streaming involving pupils must only take place with prior authorisation from the Headteacher or delegated senior leader and in accordance with the school's safeguarding, consent, data-protection and photography procedures.
- Visitors must not publish, upload, share or retain images, recordings or information about pupils unless this has been specifically authorised by the school.
- Any visitor proposing to use an online platform, app, website, digital resource, artificial-intelligence tool or **generative AI system** directly with pupils must obtain prior school approval. The school must consider the appropriateness of the resource, pupil age, safeguarding risks, privacy and data protection, filtering and monitoring arrangements, account requirements and the type of information pupils may be asked to enter.
- Where appropriate, use of such digital tools by visitors should be subject to a documented risk assessment or other recorded safeguarding decision before pupils access them.

Departure Procedures and Record-Keeping

- Visitors must sign out at reception, return their visitor badge or lanyard and leave through the agreed exit point.
- Reception and relevant staff must ensure that visitor records are sufficiently accurate to allow the school to identify **who is on site at any given time**, including during an emergency, evacuation or lockdown.
- Visitor sign-in records, identity checks, safeguarding assurances, DBS or regulated-activity decisions, risk assessments and any other relevant visitor documentation must be stored securely and retained in accordance with the school's data-retention schedule and data-protection procedures.
- Where a safeguarding decision is made in relation to a visitor, including a decision about supervision, suitability, access, restrictions or refusal of entry, the rationale and any action taken should be recorded in writing where appropriate.
- Any safeguarding concern or incident involving a visitor must be recorded and managed in accordance with the school's safeguarding procedures.
- Reception staff should regularly monitor visitor records and procedures to ensure compliance and identify any gaps or anomalies.
- The Headteacher, DSL and Safeguarding Governor should review visitor arrangements as part of the school's regular safeguarding monitoring and audit processes. Any identified shortfalls must be addressed promptly to ensure that pupils, staff and visitors are kept safe.

Section D - Special Categories of Visitors

VIPs

VIPs are individuals who, due to their public profile, professional status, or influence, may be invited to visit a school, academy, or college for a specific purpose. These visitors may include:

- Members of the Royal Family or their representatives
- Government ministers, MPs, or senior civil servants
- Civic leaders, such as mayors or councillors
- Religious leaders or representatives of faith communities
- Senior executives from charitable organisations or businesses
- Notable figures in sport, the arts, academia, or media
- Authors, prize winners, or other inspirational guests

VIP Visits

VIP visits must be carefully planned in advance to ensure they are safe, appropriate and consistent with the school's safeguarding responsibilities and ethos. The Headteacher must be informed of, and approve, all VIP visits and associated arrangements.

A **designated member of staff** should be appointed to coordinate the visit and act as the main point of contact before, during and after the visit. Planning should include:

- confirming the purpose, educational value and intended outcomes of the visit;
- identifying all individuals who will attend as part of the VIP's party, entourage, security team, media team or support staff;
- agreeing who will escort and supervise the VIP and accompanying visitors at all times while on site;
- completing an appropriate **risk assessment**, including safeguarding, security, site access, crowd management, emergency arrangements and any known sensitivities or reputational risks;
- liaising with relevant security personnel, police, local authority representatives or other agencies where necessary;
- confirming in advance any photography, filming, audio recording, media interviews, live-streaming or use of personal devices;
- ensuring that photography or filming involving pupils complies with the school's safeguarding, consent, data-protection and image-use procedures;
- agreeing where media personnel, photographers and other accompanying visitors may access the site and ensuring they remain appropriately supervised;
- ensuring VIPs and their representatives understand the school's safeguarding expectations, professional boundaries and site procedures;
- considering whether any modifications to normal reception or identification procedures are reasonable and proportionate, while maintaining appropriate safeguarding and security controls.

VIP status does not provide an exemption from the school's safeguarding procedures. No VIP, representative, member of an entourage or accompanying visitor should be permitted unsupervised access to pupils unless the school has independently established that this is appropriate, necessary for their role and supported by the required safeguarding checks.

Where formal identification would be inappropriate or impractical, for example for a nationally recognised public figure or member of the Royal Family, the school may use verified pre-arranged information and liaison with authorised representatives instead. However, accompanying staff, contractors, media personnel and other individuals should be subject to the school's normal visitor checks unless a documented alternative arrangement has been agreed in advance.

VIPs and their representatives should be treated with courtesy and professionalism, but **safeguarding, pupil welfare and site security must always take priority over protocol, status, publicity or hospitality.**

Nottinghamshire County Council Staff

Staff employed by Nottinghamshire County Council who visit the school in a professional capacity — for example social workers, SEND officers, SCIEOs or educational psychologists — will normally have undergone the appropriate safer recruitment checks required for their role.

Where Nottinghamshire County Council provides written assurance that the necessary pre-employment and safeguarding checks have been completed, the school may rely on that assurance, provided that the identity and professional role of the individual attending can be verified against the information supplied.

On arrival, NCC staff must present their NCC photo identification card and sign in using the school's visitor management system. Reception staff should confirm that the visitor's identity, employing service and purpose of visit are consistent with the written assurance or pre-arranged information held by the school.

Where valid written assurance has been received from the employing service, the school **does not need to routinely ask to see or copy the individual visitor's DBS certificate.**

Any assurance letter or other relevant confirmation retained by the school must be stored securely and managed in accordance with the school's safeguarding, record-retention and data-protection procedures.

NCC staff remain subject to the school's wider visitor procedures, including expectations relating to safeguarding, conduct, access and supervision.

Staff from Other Agencies

The same principles apply to staff visiting from other reputable agencies, schools, academies, colleges, health services or partner organisations.

Where the school has received **written confirmation from the employing organisation** that the individual has undergone all checks appropriate to their role, the school should verify the visitor's identity, employer and role against that assurance before determining the level of access or supervision required.

Where valid organisational assurance exists, the school should **not routinely request sight of the individual's DBS certificate.**

Any reference to barred-list information must only apply where the visitor's role legally qualifies for such a check.

Where written assurance is unavailable, unclear, inconsistent with the identity of the visitor, or insufficient for the activity they will undertake, the school must seek further verification and should not permit unsupervised access to pupils until appropriate safeguarding assurances have been obtained.

All visiting agency staff must sign in, wear the appropriate visitor identification and comply with the school's safeguarding and visitor procedures throughout their visit.

Governors

Governors should follow the school's visitor and safeguarding procedures whenever they are on site.

Governors are required to have the appropriate DBS checks for their role. Where a governor undertakes activity that meets the legal definition of **regulated activity with children**, the school must ensure that the appropriate **Children's Barred List check** is also obtained.

A DBS check or governor status does not, in itself, automatically authorise unsupervised access to pupils. Any access to children must be appropriate to the governor's role and managed in accordance with the school's safeguarding procedures.

Contractors

Where contractors are engaged to provide services on the school site, safeguarding requirements must be considered before work begins and, where appropriate, clearly specified within contracts or service agreements.

The school must determine the appropriate level of DBS check according to the **nature of the contractor's role and their eligibility under current DBS legislation**. Contractors undertaking regulated activity with children must have the appropriate **Enhanced DBS check with Children's Barred List information**. Barred-list information must only be requested where the role is legally eligible for such a check.

Where a contractor's role is eligible for an Enhanced DBS check but does not constitute regulated activity, the appropriate Enhanced DBS check should be obtained without barred-list information. A Basic DBS check may be appropriate for other roles where the individual is not eligible for a higher-level check.

A DBS check alone does not automatically authorise unsupervised access to pupils. The school must consider the nature of the work, frequency and location of contact with children, safeguarding risks and whether appropriate checks and assurances are in place when determining supervision arrangements.

A contractor for whom the school has not obtained or received appropriate safeguarding assurances must **not be permitted to undertake regulated activity** and must be appropriately supervised while pupils are present.

Contractors must:

- report to reception and provide appropriate photographic identification on arrival;
- sign in and wear the school's designated visitor identification;
- remain within the **areas of the site agreed in advance**;
- comply with the school's safeguarding, conduct and health and safety requirements;
- avoid unnecessary contact with pupils; and
- follow any supervision or access restrictions imposed by the school.

Where maintenance, construction or other works could bring contractors into proximity with pupils, the school should consider appropriate **physical separation**, for example locked doors, barriers, fencing or clearly designated work areas. Where necessary, work should be scheduled outside pupil access times or additional supervision arrangements should be implemented.

The school should liaise with the contractor or employing organisation in advance to obtain written assurance that appropriate checks have been undertaken. Where valid organisational assurance exists, the school should verify the identity and role of the individual attending against that assurance.

Self-employed Contractors

Paid self-employed individuals whose role is eligible for an Enhanced or Enhanced with Barred List(s) DBS check are now able to apply for the appropriate check themselves through a registered DBS Umbrella Body.

Where a self-employed individual is contracted directly by the school, the school should establish what level of DBS check the role is legally eligible for and obtain satisfactory evidence or assurance that the appropriate check has been completed before determining the individual's access to pupils.

Alternatively, where permitted, the school or contracting organisation may arrange an appropriate DBS application on the individual's behalf in accordance with current DBS procedures.

The same safeguarding, identification, supervision and access-control requirements apply to self-employed contractors as to other contractors.

Trainee Teachers

Where trainee teachers are salaried by the school or college, the school must ensure that all necessary pre-employment and safeguarding checks are completed in accordance with current statutory requirements, including an Enhanced DBS check and Children's Barred List information where the role constitutes regulated activity.

For fee-funded trainees, the initial teacher training provider is responsible for undertaking the appropriate checks. The school must obtain written confirmation from the provider that the required checks have been completed and that the trainee has been assessed as suitable to work with children.

The school should verify the identity of the trainee against the information or assurance supplied by the provider. Where valid written assurance has been received, the school should not routinely request sight of the trainee's individual DBS certificate.

Tutors, assessors or representatives from teacher-training institutions who visit the school but do not undertake regulated activity with children should be managed in accordance with the school's visitor procedures. Where their role involves regulated activity, their employing institution should undertake the appropriate checks and provide the school with suitable assurance.

A DBS check alone does not automatically authorise unsupervised access to pupils; the school must determine appropriate access and supervision according to the individual's role and activity.

External Organisations

External organisations may be invited into school to support curriculum delivery, enrichment, online-safety education, pastoral programmes or other aspects of pupils' learning and development. While external organisations can provide valuable expertise and resources, the school must carefully consider their suitability before any work with pupils takes place.

Before agreeing to an external organisation delivering activities with pupils, the school should consider and, where appropriate, record:

- the purpose and educational value of the proposed activity;
- the organisation's background, reputation, experience and safeguarding arrangements;
- the age, developmental stage, SEND needs and vulnerabilities of the pupils involved;
- the proposed content, messages, resources, videos, presentations, activities and other materials;
- how the session will be delivered, including group size, level of staff involvement and whether any pupils could become distressed or require additional support;
- whether potentially sensitive safeguarding content will be discussed, for example abuse, exploitation, sexual harassment, harmful sexual behaviour, online harms, self-harm or other distressing issues;
- what arrangements will be in place if a pupil makes a disclosure or raises a safeguarding concern during or following the session;
- whether the organisation or visitor will have direct or unsupervised contact with pupils;
- what DBS or other safeguarding checks are legally required for those delivering the activity;
- whether appropriate written safeguarding assurances have been obtained from the organisation.

Where relevant, resources and materials should be **reviewed in advance** by an appropriate member of school staff. Material should be suitable for the pupils concerned, consistent with the school's curriculum and safeguarding responsibilities and should not rely on inappropriate shock, fear or scare-based approaches.

Online, Remote and Technology-Based Delivery

Where an external organisation uses online or remote technology, digital platforms, apps, websites or other digital resources with pupils, the school must consider the associated safeguarding, privacy and security risks before use.

This should include consideration of:

- whether pupils are required to create accounts or provide personal information;
- what pupil data is collected, processed, stored or shared;
- whether the platform is compatible with the school's filtering and monitoring arrangements;
- whether pupils can communicate privately with external adults or other users;
- whether chat, messaging, file-sharing or other interactive functions are enabled;
- how live or recorded remote sessions will be supervised;
- whether the technology is appropriate for the pupils' age and developmental stage.

External visitors must not communicate privately with pupils through personal accounts, private messaging, social-media platforms or other unauthorised channels.

Artificial Intelligence and Generative AI

Any external organisation proposing to use **artificial intelligence, including generative AI tools**, directly with pupils must obtain prior approval from the school.

Before approving its use, the school should consider:

- the purpose and educational value of the AI tool;
- age restrictions and terms of use;
- privacy and data-protection arrangements;
- whether pupil names, photographs, work or other personal information could be uploaded;
- the risk of inappropriate, inaccurate, biased or harmful generated content;
- how pupil prompts, outputs and interactions will be supervised;
- whether appropriate filtering and monitoring arrangements apply.

Pupils should not be required or encouraged by an external visitor to enter personal, sensitive or identifiable information into a generative AI system unless the school has explicitly approved the activity and is satisfied that appropriate safeguards are in place.

Photography, Recording and Live Streaming

External organisations and their representatives must not photograph, film, audio-record or live-stream pupils without **prior authorisation from the school**.

Any approved photography, filming or recording must comply with the school's safeguarding, consent, data-protection and image-use procedures.

Personal devices should not be used to photograph or record pupils unless this has been specifically authorised as part of an agreed activity. External organisations must not retain, publish, upload or share images, recordings or information about pupils beyond the purpose explicitly agreed with the school.

Risk Assessment and Supervision

An appropriate risk assessment or documented safeguarding assessment should be completed before an external organisation works with pupils, proportionate to the nature of the activity and associated risks.

External staff must not have unsupervised access to pupils unless this is necessary for their role and the school has confirmed that the appropriate safeguarding checks and arrangements are in place.

The school retains responsibility for safeguarding pupils throughout the activity and should ensure that an appropriate member of staff remains available to respond to concerns or disclosures.

External organisations working regularly with the school should have their safeguarding assurances and arrangements reviewed periodically and whenever there is a significant change to the service, personnel or activity being delivered.

Relevant Guidance

The school will have regard to the current version of **Keeping Children Safe in Education (KCSIE)** and relevant Department for Education online-safety guidance when commissioning or using external organisations.

Where external expertise is used to support online-safety education, the school should also have regard to the UK Council for Internet Safety guidance, **Using External Expertise to Enhance Online Safety Education: Guidance for Education Settings**.

Parents and Relatives

Schools and colleges should not routinely request DBS checks, Children's Barred List checks or ask to see existing DBS certificates for parents or relatives who are attending ordinary school events, for example sports days, assemblies, performances, productions, open days, parents' evenings or meetings relating to their child's education.

Parents and relatives attending such events should be informed of the school's expectations regarding photography, filming and recording on personal devices. Any photography or recording must comply with the school's safeguarding, data-protection and image-use procedures.

The Headteacher or delegated senior leader should use professional judgement when deciding whether particular visitors require supervision or restricted access, taking account of the nature of the event, areas of the school being accessed and any known safeguarding considerations.

Where a parent or relative undertakes a separate **volunteer role** within school, the school must consider that role independently and determine what safeguarding checks are legally required. From 1 September 2026, supervised volunteers may nevertheless be undertaking regulated activity where the relevant frequency or overnight thresholds are met.

Ofsted

Ofsted inspectors should be managed in accordance with the school's normal visitor and safeguarding procedures.

The school should verify the identity and role of the inspector on arrival using appropriate official identification and any pre-arranged information supplied in relation to the inspection.

Where valid written assurance has been provided confirming that Ofsted has undertaken the safeguarding and pre-employment checks appropriate to its inspectors, the school does not need to routinely request sight of an individual inspector's DBS certificate.

Ofsted status does not remove the school's responsibility to maintain appropriate site security, visitor identification and safeguarding arrangements.

Section D – Childcare Disqualification Regulations

The school will have regard to the current statutory guidance, **Disqualification under the Childcare Act 2006**, which relates to the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

These arrangements apply to individuals who provide, or are directly concerned in the management of, relevant childcare. In schools this principally includes:

- childcare provided to children under the age of five, including Reception-aged children; and
- childcare provided outside normal school hours to children under the age of eight.

The school will determine whether an individual falls within the scope of the legislation according to the nature of their role and the childcare they provide, rather than simply their job title.

Individuals Normally Outside the Scope of the Legislation

Individuals whose work does not involve providing or managing relevant childcare will normally fall outside the scope of the Childcare Disqualification Regulations. This may include:

- caretakers;
- cleaners;
- drivers and transport escorts;
- catering staff;
- office and administrative staff;
- other staff whose duties have no involvement in the provision or management of relevant childcare.

Health professionals providing healthcare are also outside the statutory definition of childcare for these purposes. This includes, for example:

- school nurses;
- speech and language therapists; and
- educational psychologists.

School governors are not normally covered by the childcare disqualification arrangements unless they regularly volunteer in relevant childcare or are directly concerned with the day-to-day management of that provision.

Individuals Who May Be Covered by the Legislation

The legislation may apply to individuals who provide or manage relevant childcare, including:

- teachers or peripatetic staff working directly within Reception or other relevant early-years provision;
- agency or third-party staff working in relevant childcare;
- self-employed individuals providing relevant childcare services;
- trainee or student teachers working in relevant early-years or childcare provision;
- casual workers; and

- volunteers who regularly provide relevant childcare or are directly involved in its day-to-day management.

Where trainees, agency staff or staff employed by another organisation are within scope, the school should obtain appropriate assurance from the employer or training provider that the statutory requirements have been considered and met.

The school must ensure that no person who is disqualified under the legislation is permitted to provide or manage relevant childcare unless an appropriate waiver has been granted by Ofsted.

Relevant assessments and safeguarding decisions should be recorded and retained securely in accordance with the school's record-retention and data-protection arrangements.

Section E – Raising Awareness of Visitor Safety with Children

Pupils should receive regular, age-appropriate reminders about how to keep themselves and others safe when visitors are on the school site.

Pupils should understand that:

- they should remain within the areas and supervision arrangements agreed by staff;
- they should follow any specific safety instructions relating to a particular visit or event;
- they should tell a trusted member of staff if they see someone on the school site who is **not wearing the expected visitor identification**, appears to be in an unauthorised area, or makes them feel worried or uncomfortable;
- pupils must **never be expected to approach, question or challenge an unidentified or unauthorised visitor themselves**;
- if they become separated from their group or supervising adult, they should seek help immediately from a known member of school staff;
- they should report anything a visitor says or does that makes them feel unsafe, worried, confused or uncomfortable.

The information provided to pupils should be appropriate to their **age, developmental stage, communication needs and level of understanding**.

Reasonable adjustments should be made for pupils with SEND or additional communication needs. This may include the use of:

- photographs or symbols showing recognised staff and visitor badges;
- visual reminders;
- social stories;
- simple scripts;
- repetition and rehearsal;
- additional adult support.

Pupils should be reassured that responsibility for managing visitors rests with the adults in school. Their role is simply to **tell a trusted adult if something does not look or feel right**, rather than attempting to deal with the situation themselves.

Section F – Concerns Related to a Visitor

Reporting and Immediate Action

Any concern about a visitor's behaviour, conduct or suitability must be reported immediately to the **Designated Safeguarding Lead (DSL)** or Headteacher. Staff must act without delay where a child may be at risk. If a child is in immediate danger, emergency services should be contacted.

The visitor should be removed from contact with pupils where necessary while the concern is considered. Any immediate safeguarding needs of the child must take priority.

Concerns Meeting the Harm Threshold

Where an allegation may meet the harm threshold, including where a visitor may have harmed a child, committed an offence involving a child, behaved in a way that indicates they may pose a risk of harm, or otherwise raised a serious safeguarding concern, the Headteacher/DSL must follow **KCSIE 2026 Part Four** and local allegations-management procedures.

The **LADO should be consulted without delay and before the school undertakes its own detailed internal investigation**, so that appropriate next steps can be agreed.

Low-Level Concerns

Concerns that do not meet the harm threshold must not be dismissed. They should be recorded and considered in line with the school's low-level concerns procedure. Records should be reviewed for possible patterns of inappropriate or concerning behaviour.

Recording, Sharing and Follow-Up

All concerns must be recorded in writing, including the nature of the concern, actions taken, decisions made, rationale and outcomes. Information should be shared with relevant agencies or employers where necessary and proportionate to safeguard children.

Appropriate follow-up may include LADO consultation, children's social care or police referrals, referral to the visitor's employer or commissioning organisation, or consideration of a DBS referral where the legal criteria are met.

Section G – Unknown, Uninvited or Malicious Visitors

Challenge and Escort Protocols

Any visitor who is not wearing appropriate identification, or whose presence has not been pre-arranged or authorised, should be challenged politely by a member of staff and escorted to reception to establish their identity and purpose.

If the visitor refuses to comply, they should be asked to leave the premises and the Headteacher or senior leader must be informed immediately.

Refusal to Comply and Escalation

If a visitor refuses to leave, behaves aggressively or causes concern, staff should not place themselves or pupils at unnecessary risk. The Headteacher or senior leader should be contacted immediately and the police called where appropriate.

The incident must be recorded and reported to the DSL in line with the school's safeguarding procedures.

Lockdown and Emergency Procedures

Where a visitor poses, or is believed to pose, an immediate threat to pupils, staff or others on site, **Butler's Hill Infant and Nursery School's own emergency and lockdown procedures must be followed without delay.**

This may include activating lockdown arrangements, moving or securing pupils in designated safe areas, restricting access to parts of the site and contacting the emergency services.

Staff should follow the roles, communication arrangements and actions set out in the school's emergency and lockdown plans and must not attempt to manage a dangerous individual themselves.

The school's visitor signing-in system and any additional visitor registers must be maintained accurately so that they can be used during an emergency, evacuation or lockdown to **account for all visitors and other persons known to be on site.**

All staff should be familiar with the school's emergency and lockdown procedures and understand how visitor management forms part of the school's wider safeguarding and site-security arrangements.

Use of NCC Safe Alert and Operation Striver

Schools may use the **NCC Safe Alert Protocol** to share urgent safety information with other schools and relevant agencies where appropriate. For lower-level but concerning behaviour, patterns or intelligence that may assist safeguarding partners, schools may also use **Operation Striver** in accordance with Nottinghamshire procedures.

These information-sharing routes are intended to support wider safeguarding and intelligence sharing. They **do not replace the school's normal safeguarding procedures or statutory referral routes.**

Where a concern requires immediate police action, a referral to **Children's Social Care**, consultation with the **Local Authority Designated Officer (LADO)**, or action under the school's child protection procedures, those routes must be followed without delay.

Any information shared through Safe Alert or Operation Striver should be necessary, proportionate, accurate and recorded appropriately in line with the school's safeguarding and data-protection procedures.

Section H – Monitoring and Evaluation

The school will monitor the implementation and effectiveness of its visitor procedures **at least annually**, and sooner where there is a safeguarding incident, significant change in guidance or identified concern.

Monitoring should include a review of:

- signing-in, identification and visitor badge procedures;
- written safeguarding assurances and DBS information where applicable;
- visitor and VIP risk assessments;
- supervision and access arrangements;
- visitor records and retention;
- low-level concerns and allegations involving visitors;
- external speakers, organisations and resources delivered to pupils;
- arrangements for regular visitors, contractors and volunteers;
- emergency, evacuation and lockdown arrangements, including accounting for visitors on site;
- any patterns, recurring concerns or weaknesses identified through safeguarding monitoring.

The Headteacher and DSL should ensure that any issues identified are **recorded, acted upon and reviewed**, with changes made to procedures, staff guidance, training or risk assessments where necessary.

Relevant findings should inform the school's wider safeguarding audit and be shared with governors where appropriate.

Section I – Linked policies, legislation, guidance and resources

Linked Policies

This guidance should be read and implemented in conjunction with other relevant policies:

- Whole School Child Protection Policy
- Staff Behaviour Policy/Code of Conduct
- Child Behaviour Policy
- Allegations Management Policy
- Health and Safety Policy
- Whistle Blowing Policy
- Safer Recruitment Policy
- Access Policy
- Equality Policy
- Online Safety Policy
- Data Protection and GDPR Policy
- Any other relevant school policy

UPDATE NEEDED: Add/rename linked documents where applicable: Low-Level Concerns, Managing Allegations Against Staff and Other Adults, Site Access and Security, Emergency/Lockdown, Mobile Phone, Photography/Filming, Prevent Risk Assessment, and Data Protection & Records Management.

Legislation

This policy should be read and implemented alongside relevant legislation and statutory guidance, including:

- **Education Act 2002 (Section 175)** – duty on schools and local authorities to safeguard and promote the welfare of children.
- **Children Act 1989 and Children Act 2004** – core statutory duties relating to child protection and safeguarding.
- **Safeguarding Vulnerable Groups Act 2006** – establishes the legal framework for regulated activity and barring arrangements relating to children and vulnerable groups.
- **Protection of Freedoms Act 2012** – amended the regulated activity framework and requirements relating to Disclosure and Barring Service checks.
- **Childcare Act 2006 and Childcare (Disqualification) Regulations 2018** – requirements relating to disqualification from relevant early years and childcare provision.
- **Health and Safety at Work etc. Act 1974** – duties relating to the health, safety and welfare of staff, pupils, visitors and others on school premises.
- **Equality Act 2010** – duties relating to equality, non-discrimination and reasonable adjustments, including when managing visitors and access to school.
- **Counter-Terrorism and Security Act 2015** – including the Prevent Duty and the school's responsibilities when considering external speakers and potential risks of radicalisation.
- **Data Protection Act 2018 and UK GDPR**, as amended by the **Data (Use and Access) Act 2025** – requirements relating to the lawful, secure and proportionate handling of visitor, safeguarding and identification information. The 2025 Act made a number of changes to the UK's data protection framework.

- **Crime and Policing Act 2026** – relevant provisions relating to safeguarding, policing, crime prevention and information-sharing should be considered where applicable to visitor-related incidents or concerns. The Act received Royal Assent on **29 April 2026**.

The school will also have regard to the current version of **Keeping Children Safe in Education (KCSIE)**, relevant Department for Education guidance, Nottinghamshire safeguarding procedures and any other statutory or local guidance applicable to visitors, safer recruitment, regulated activity and safeguarding.

Statutory Guidance

This policy should be read and implemented alongside the current versions of relevant statutory guidance, including:

- **Keeping Children Safe in Education (KCSIE) 2026** – statutory safeguarding guidance for schools and colleges, including safer recruitment, visitor-related safeguarding, allegations, low-level concerns and information sharing.
- **Working Together to Safeguard Children 2026** – statutory guidance on multi-agency working to help, support and protect children.
- **Prevent Duty Guidance: England and Wales (2023)** – statutory guidance relating to preventing radicalisation, including responsibilities relevant to external partnerships and visitors. This remains the current Prevent Duty guidance.
- **Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers, September 2026** – statutory safeguarding and welfare requirements for early years provision.
- **Disqualification under the Childcare Act 2006** – statutory guidance relating to individuals working in or managing relevant early years and childcare provision.

Non-Statutory Guidance

The school should also have regard to relevant non-statutory and local guidance, including:

- **UKCIS: Using External Expertise to Enhance Online Safety Education – Guidance for Education Settings** – guidance on selecting external organisations and speakers, reviewing resources and delivery methods, safeguarding and ensuring content is age-appropriate.
- Current **Nottinghamshire County Council and Nottinghamshire Safeguarding Children Partnership (NSCP)** safeguarding procedures and resources.
- **NCC Safe Alert procedures and Operation Striver** – local information-sharing arrangements where appropriate. Operation Striver does not replace referrals to Children's Social Care or the police where these are required, and immediate risks should be reported through the appropriate emergency channels.

Resources and Tools

- **Nottinghamshire County Council / Nottinghamshire Schools Portal** – current safeguarding guidance, visitor-management information, templates and risk-assessment resources.
- **Nottinghamshire Safeguarding Children Partnership (NSCP)** – local safeguarding procedures, referral information, Operation Striver and other safeguarding resources.

- **GOV.UK** – current versions of KCSIE, Working Together to Safeguard Children, Prevent Duty guidance and the EYFS statutory framework.

- **UK Council for Internet Safety (UKCIS)** – guidance and resources relating to external expertise and online-safety education.

- The school's own approved **visitor management system, safeguarding procedures, emergency and lockdown procedures, filtering and monitoring arrangements and associated risk-assessment processes.**

All guidance and resources should be reviewed regularly to ensure that the school is referring to the **most current version available.**