



VISITOR PROCEDURE

2026-2027

OWNERSHIP:	Everything Education School
AUTHORISED BY:	M Hussain (Headteacher)
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Everything Education School

1234-1238 Coventry Road, Yardley, Birmingham B25 8BZ

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1.0 PURPOSE

Everything Education School welcomes visitors who contribute to pupils' education, welfare, professional support and the effective operation of the school. This procedure sets out how visitors are admitted, identified, supervised and managed so that safeguarding, security and health and safety remain effective at all times.

The procedure is intended to provide proportionate safeguards. Not every visitor requires a Disclosure and Barring Service (DBS) check. The level of checking and supervision will depend on the visitor's role, frequency of attendance, professional status, access to pupils and whether the activity is regulated activity with children.

2.0 SCOPE AND DEFINITIONS

This procedure applies to visitors to the school site or to school-controlled activities, including parents/carers, relatives, guest speakers, contractors, external professionals, commissioners, local-authority staff, inspectors, emergency services, tradespeople and representatives of partner organisations. Staff, pupils and formally appointed school volunteers are covered by separate employment, pupil or volunteer arrangements.

A visitor is any person attending the school who is not present as a registered pupil or as a member of the school's own employed or formally appointed workforce. A professional visitor is a person attending in connection with their employment or statutory/professional duties, such as a social worker, educational psychologist, health practitioner or local-authority officer.

3.0 LEGAL AND SAFEGUARDING FRAMEWORK

This procedure should be read alongside Keeping Children Safe in Education 2026 (KCSIE 2026), the Education (Independent School Standards) Regulations 2014, the school's Safeguarding and Child Protection Policy, safer-recruitment arrangements, health and safety duties, and data-protection legislation.

The Headteacher/proprietor must ensure that arrangements for visitors are proportionate to risk and that all adults on site understand how to report safeguarding concerns. KCSIE 2026 distinguishes between ordinary visitors, who should not routinely be subject to DBS or barred-list checks, and visitors attending in a professional capacity, for whom identity and appropriate safeguarding assurances should be checked.

4.0 GENERAL VISITOR ARRANGEMENTS

All visitors should, so far as practicable:

- report to the designated reception/entry point on arrival and not enter teaching areas unannounced;
- provide their name, organisation (where applicable), purpose of visit and the member of staff they are visiting;
- have their identity checked to a level appropriate to the visit;
- sign in using the school visitor record and sign out when leaving;
- wear a visitor badge or other identification while on site, unless an emergency or operational reason makes this impracticable;
- follow staff instructions, safeguarding expectations, site security and health and safety arrangements; and
- remain only in areas necessary for the purpose of their visit.

Parents/carers attending routine meetings, collection, events or other short visits will normally be managed through the same sign-in and identification arrangements, with supervision determined by the nature of the visit and access to pupils.

5.0 IDENTITY, DBS AND SUITABILITY CHECKS

The school will not request a DBS check, barred-list check or existing DBS certificate simply because a person is visiting the premises. Ordinary visitors such as relatives attending an event, delivery personnel making a brief delivery or other occasional visitors are not routinely eligible for or subject to such checks.

Where a visitor is attending in a professional capacity, the school will check photographic or other appropriate identification and obtain assurance that the visitor has undergone the safeguarding and suitability checks appropriate to their role. Assurance may be obtained from the employing organisation rather than by inspecting or copying a DBS certificate.

Where a visitor will undertake work that amounts to regulated activity, or another role for which a specific statutory check is required, the school will ensure the required safer-recruitment and DBS/barred-list checks are completed before unsupervised access is permitted. Since 1 September 2026, the former supervision exemption has been removed from the legal definition of regulated activity with children, so frequency and nature of activity must be considered carefully.

The school will record only the information that it is lawfully required or reasonably needs to demonstrate compliance. DBS certificates will not be copied or retained routinely. Where check details are required for the

Single Central Record, the school will record them in accordance with KCSIE 2026 and its safer-recruitment procedures.

6.0 PROFESSIONAL AND THIRD-PARTY VISITORS

Professionals visiting from another organisation should normally be expected to show suitable identification. The school should also be satisfied, where relevant, that the visitor's employer has completed appropriate safeguarding checks. This may be confirmed in advance through the organisation, commissioning arrangement, contract, letter or secure professional communication.

Where the school has reason to doubt a visitor's identity, status or safeguarding assurance, access to pupils must not be allowed until the position is clarified. Professional status does not remove the need to comply with the school's sign-in, conduct, confidentiality and safeguarding requirements.

7.0 CONTRACTORS AND SITE WORKERS

Contractors must be managed in accordance with KCSIE 2026, the school's safer-recruitment arrangements and site-specific risk assessment. The school will determine whether a contractor requires a DBS check based on the nature and frequency of the work and whether the person will have opportunity for contact with children.

Where contractors do not have the level of check or assurance required for unsupervised work around pupils, they must be supervised or scheduled in a way that prevents inappropriate access. Contractors must follow site security arrangements and should not enter pupil areas beyond what is necessary for their work.

8.0 VISITOR SUPERVISION AND ACCESS

The Headteacher or delegated member of staff will use professional judgement to decide whether a visitor needs to be escorted or directly supervised. Factors include the purpose and duration of the visit, familiarity with the school, safeguarding checks, access to pupils, location, vulnerability of pupils and any known risk.

Visitors without appropriate assurance for unsupervised contact must not be left alone with pupils. Visitor badges do not confer permission to access all parts of the building. Doors, keys, access codes and restricted areas must be managed securely.

9.0 SAFEGUARDING EXPECTATIONS

Visitors must be told how to report a concern about a child or an adult's conduct. Any safeguarding concern should be passed immediately to the Designated Safeguarding Lead (DSL) or deputy DSL. If a child is in immediate danger, urgent action must be taken, including contacting emergency services where required.

Visitors must not engage in inappropriate physical contact, private communication, photography, filming, social-media contact or one-to-one activity with pupils unless specifically authorised and managed in accordance with school policy. They must not promise confidentiality to a pupil who discloses a safeguarding concern.

10.0 HEALTH, SAFETY AND EMERGENCY INFORMATION

Visitors will receive proportionate information about emergency procedures according to the nature and duration of their visit. This may include fire evacuation and assembly arrangements, lockdown/invacuation arrangements, first-aid contacts, toilets, restricted areas, hazards and any other site-specific controls.

A visitor who requires reasonable adjustments, accessibility support or assistance in an emergency should inform the school in advance where possible so suitable arrangements can be made.

11.0 CONFIDENTIALITY, DATA PROTECTION AND PHOTOGRAPHY

Visitors must respect the confidentiality and privacy of pupils, families and staff. Personal information must not be accessed, photographed, copied, discussed or removed unless this is necessary and authorised for the purpose of the visit. Information received during a visit must be handled in accordance with data-protection law and any professional confidentiality obligations.

Photography, filming or audio recording involving pupils or school information is prohibited unless expressly authorised. Personal devices must not be used to record pupils. Where recording is authorised for a legitimate purpose, consent, safeguarding and data-protection arrangements must be followed.

12.0 CONCERNS ABOUT A VISITOR

Any concern that a visitor has behaved inappropriately, breached safeguarding expectations or may pose a risk to a child must be reported immediately to the Headteacher and DSL. The school may end the visit, restrict access, contact the visitor's employer or commissioning body, consult the Local Authority Designated Officer (LADO), contact the police or make another referral where required.

Staff must not delay safeguarding action while attempting to resolve an access, contractual or professional dispute.

13.0 OUT-OF-HOURS AND COMMUNITY USE

Safeguarding and security expectations do not cease outside normal teaching hours. Where the school site is used for meetings, clubs, training, lettings or other activities, the person or organisation responsible for the activity must follow agreed access, safeguarding, security and emergency arrangements. Where another organisation is running an activity involving children, the proprietor should seek appropriate safeguarding assurances before use is permitted.

14.0 MONITORING AND REVIEW

The Headteacher will monitor the effectiveness of visitor arrangements through safeguarding oversight, site-security review, incident learning and periodic checks of sign-in and access procedures. This procedure will be reviewed at least annually and sooner if legislation, KCSIE, premises arrangements or safeguarding learning changes.

RELATED POLICIES

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Use of Volunteers Policy
- Safer Recruitment / Recruitment and Selection arrangements
- Health and Safety Policy
- Fire Safety and Emergency Procedures
- Data Management Policy
- Online Safety / Acceptable Use Policy
- Low-Level Concerns and Allegations procedures
- Trips and Visits Policy

APPENDIX 1 - VISITOR INDUCTION CHECKLIST

Check	Expected action
Identity and purpose	Confirm identity, organisation where relevant, purpose of visit and host.
Sign in / badge	Record arrival and issue visible visitor identification where appropriate.
Safeguarding	Explain how to contact the DSL/deputy DSL and how to report concerns.
Supervision	Confirm whether the visitor must be escorted or may work independently.
Access	Explain restricted areas, keys/access codes and permitted areas.
Emergency	Provide fire/lockdown information and assembly point where relevant.
First aid / welfare	Identify first-aid contact and facilities where relevant.
Confidentiality	Remind visitor not to photograph, record or disclose information without authorisation.
Sign out	Return badge/keys and record departure.

APPENDIX 2 - VERSION CONTROL

Version	Date	Change Summary	Author/Reviewer	Approved by
2.0	11/09/2026	Updated and aligned for 2026-2027; KCSIE 2026 visitor, DBS, contractor, supervision and out-of-hours arrangements refreshed.	M Hussain	Headteacher / Proprietor