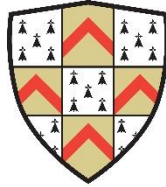


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|---|---|
| <b>Original version</b>   | <i>Ratified on 10.03.2022, now superseded</i>   |
| <b>To be reviewed by:</b>   | <i>Deputy Headteacher</i>   |
| <b>Governors' review:</b><br>Summary of changes:<br>Ratified by:<br>Date: | <i>Update of reference to KCSIE guidance<br/>Student &amp; Staff Welfare Committee<br/>07.03.2024</i> |
| <b>Version:</b>   | <i>FINAL</i>  |
| <b>Dissemination:</b><br>Teams policy folder<br>KES website<br>Other      | <i>✓<br/>✓<br/>✓ KES All Staff Team</i>   |
| <b>Next review:</b>   | <i>Spring 2026</i>  |



KING EDWARD VI  
SCHOOL LICHFIELD

## Visitor protocol

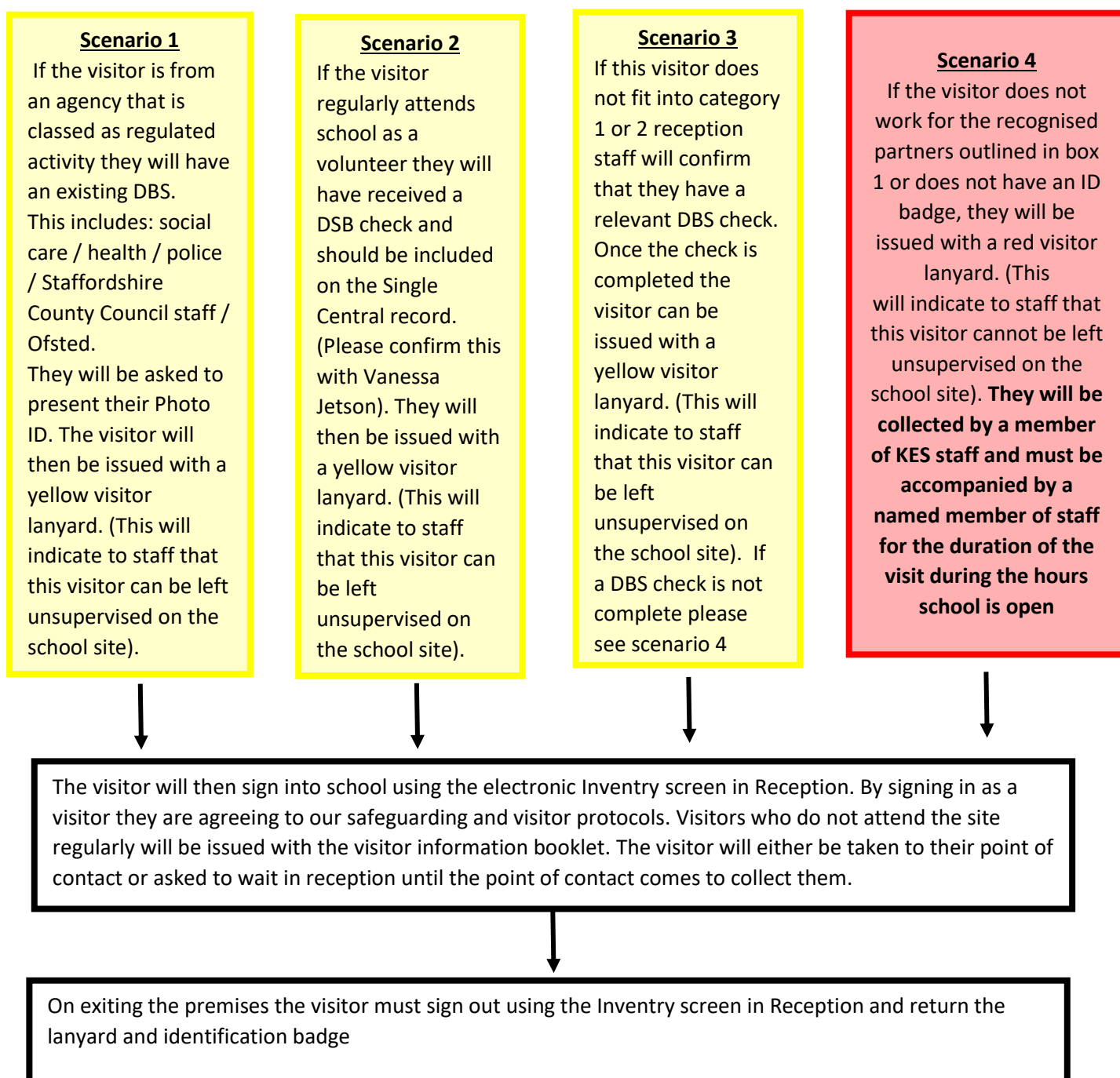
## Visitor protocol

The Safeguarding and welfare of children is our key priority at King Edward VI School. We ensure that any adult visiting the school, regardless to their role, is safe to do so and poses no risk to the school or to the child/children they are going to be working with. A copy of the school Safeguarding and Child Protection Policy is available in Main Reception or on the school website.

Visitors are defined as all people other than staff members, governors, or parents/carers involved in the delivering or collecting of their children. Visitors therefore can be anyone from an adult helper, member of the Local Authority, Ofsted/DfE Inspector, member of the community, supply teacher, staff members from other schools, contractor/sub-contractor, guest speaker, member of an outside agency, Educational Psychologist, school nurse etc.

## Procedures and Protocol

All visitors must enter school via Kingshill road and immediately report to reception upon arrival. Our reception team will then carry out the following procedures before the visitor will be allowed to enter the building.



**Please see the following information from KCSIE 2023**

- Where schools and colleges use contractors to provide services, they should set out their safeguarding requirements in the contract between the organisation and the school or college
- Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information)
- For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's 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. In cases where the contractor does not have opportunity for regular contact with children, schools and colleges should decide on whether a basic DBS disclosure would be appropriate.
- Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.
- If an individual working at a school or college is self-employed, the school 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.
- Schools and colleges should always check the identity of contractors on arrival at the school or college.