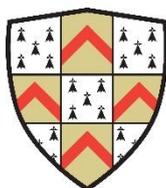


## Visitor protocol 2026

<b>Original version</b>	<i>Ratified on 07/03/2024, now superseded</i>
<b>To be reviewed by:</b>	<i>Assistant Headteacher</i>
<b>Governors' review:</b> Summary of changes: Ratified by: Date:	<i>Strengthening of wording about dealing with unidentified visitors Student &amp; Staff Welfare Committee 12/02/2026</i>
<b>Version:</b>	<i>FINAL</i>
<b>Dissemination:</b> Teams policy folder KES website Other	<i>√ √ √ KES All Staff Team</i>
<b>Next review:</b>	<i>Spring 2028</i>



KING EDWARD VI  
SCHOOL LICHFIELD

The Safeguarding and welfare of children is our key priority at King Edward VI School. We ensure that any adult visiting the school, regardless of 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. Visitors must not enter through Johnson Gate.

### Scenario 1

If the visitor is from an agency that is classed as regulated activity, they will have an existing DBS. This includes social care / health / police / Staffordshire County Council staff / Ofsted. They will be asked to present their Photo ID. The visitor will then be issued with a yellow visitor lanyard. (This will indicate to staff that this visitor can be left unsupervised on the school site).

### Scenario 2

If the visitor regularly attends school as a volunteer, they will have received a DSB check and should be included on the Single Central record. They will then be issued with a yellow visitor lanyard. (This will indicate to staff that this visitor can be left unsupervised on the school site).

### Scenario 3

If this visitor does not fit into category 1 or 2 reception staff will confirm that they have a relevant DBS check. Once the check is completed the visitor can be issued with a yellow visitor lanyard. (This will indicate to staff that this visitor can be left unsupervised on the school site). If a DBS check is not complete, please see scenario 4

### Scenario 4

If the visitor does not work for the recognised partners outlined in box 1 or does not have an ID badge, they will be issued with a red visitor lanyard. (This will indicate to staff that this visitor cannot be left unsupervised on the school site). **They will be collected by a member of KES staff and must be accompanied by a named member of staff for the duration of the visit during the hours school is open**

The visitor will then sign into school using the electronic inventory screen in Main Reception. By signing in as a visitor they are agreeing to our safeguarding and visitor protocols. Visitors who do not attend the site regularly will be issued with the visitor leaflet. **The visitor will be asked to wait in reception until their point of contact, or a member of KES staff comes to collect them. This excludes a small number of regular visitors who have been DBS checked.**

On exiting the premises, the visitor must be escorted by a member of KES Staff to sign out using the inventory screen in Main Reception and return their lanyard and identification badge. **This excludes a small number of visitors who regularly visit our site and have been DBS checked.**

**Please note we do not allow parent visitors on site during school hours to watch sporting fixtures.**

### Contractors (KCSIE 2025)

At KES, due to the size of our site, we do have several contractors working on site during the school day. We therefore adhere to the guidance in KCSIE 2025.

- 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 photo identity of contractors on arrival at the school or college.
- In the event of any DBS queries, the reception team should liaise with the Safeguarding Team.

### **Visitor conduct**

Visitors to the school will be required to act in accordance with the school's Code of Conduct and other relevant school policies at all times.

The school reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors. Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

In the event of persistent occurrence of unacceptable behaviour on the school site, the school has the right to request a banning order from the LA for the individual in question.

### **Unidentified visitors on site**

**Staff members must challenge any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.**

Any such visitors will be escorted by the staff member to main reception where they can sign-in. If a visitor cannot be identified, a Designated Safeguarding Lead will be informed immediately. If a visitor refuses to report to main reception or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

If there is a breach of our visitor protocol, we ask that designated staff record this via a Microsoft Form which is then reviewed and actioned by the Lead DSL. [Safeguarding Breach - Visitors / Site Security – Fill out form](#)

### **Further information**

Further information can be found in our safeguarding policy on our school website - [Policies and Documents - King Edward VI.](#)