

## Protocol: Visitors and Contractors

**Reviewed:** February 2026

**Next review:** February 2028

**Mid-year updates:**

### Protocol Monitoring

Libra protocols are reviewed when the need arises in line with legislation updates, guidance, and useful information we receive to improve and enhance our provision.

### Equality Statement

We believe that this policy is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any child or member of staff, and it helps to promote equality at this school.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

### Introduction

People visit our school for a range of reasons. Health professionals, social workers, other education professionals, assembly visiting speakers, building contractors, volunteers and parents make up the people who play an important role in our school. Some of these people come having had safer recruitment checks and have a DBS through their own organisations, some do not and cannot be reasonably expected to. This protocol is to establish how we manage all visitors and contractors to ensure that we always keep our children safe. All visitors are expected to make sure they comply with this protocol and understand what they need to do to keep children safe. This protocol works in alignment with our overarching safeguarding policies and procedures and is published on our website and in our reception area.

### Aims

- To ensure that we are aware of all visitors and contractors working on site.
- To ensure that all visitors and contractors on the premises act in a responsible and proper manner.
- To protect children from the risk of harm.
- To ensure compliance with all relevant legislation connected to this policy.
- To ensure all presentations by visiting speakers are monitored to ensure that freedom of expression is within the law.
- To have in place health and safety control measures as appropriate.

### Planned visitors with an enhanced vetting and barring check:

Planned visits are booked in advance and Libra staff are expecting them. Professionals who work with children regularly undertaking “regulated activity” or “regulated work”, are required by law to have an enhanced vetting and barring check through their organisation. Statutory guidance states that we do not need to carry out our own vetting and barring checks. However, it is best practice to get written confirmation that visitors have been recruited according to safer recruitment practices.

### Protocol:

- In advance of the visit, where possible, the professional should be asked to provide a safer recruitment assurance letter from their organisation and identification. Regular contractors used by the school have an enhanced vetting and barring check completed by the school.
- If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

- Visitor should sign in at reception, making note of their name, organisation, who they are visiting, car registration number and provide this safer recruitment letter of assurance if required.
- Visitor will receive a **BLACK** lanyard with a visitors badge to show staff that they have a DBS in place and are confirmed safe to work with our children. This lanyard and badge must remain visible.
- Visitors without an identification badge will be politely challenged by school staff and will be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge.
- Visitors are shown the safeguarding notice board in the reception area where there is information about:
  - visitors and contractors' protocol
  - photography policy
  - guidance on acceptable contact with children outside the work environment and online
  - a code of conduct for working around children
  - Safeguarding policy and procedures
  - Information about who are the DSLs and how they can raise a concern about a child
- The visitor will be escorted by staff to the location they will be working at, and it is expected that they will remain in this area.
- On completing their work, they will return to the reception and sign out.

## **Planned visits by professionals, visitors and contractors who cannot provide a safer recruitment letter of assurance:**

### **Protocol:**

- Visitor should sign in at reception, making note of their name, organisation, who they are visiting, car registration number and provide verification of their identity (due to the small number of office staff, contractors working over more than one day, only need to do this on their first day)
- Visitor will receive a **RED** lanyard with a visitors' badge to show staff that they do not have a DBS in place and are not confirmed as safe to have contact with children alone. This lanyard and badge must remain visible. Visitors with a red lanyard must be accompanied by Libra staff whilst they are on the school premises.
- A planned visitor who is unable to provide identification or a letter of safer recruitment will not be permitted to have unsupervised contact with a child.
- Visitors without an identification badge will be politely challenged by school staff and will be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge.
- Visitors are shown the safeguarding notice board in the reception area where there is information about:
  - visitors and contractors' protocol
  - photography policy
  - guidance on acceptable contact with children outside the work environment and online
  - a code of conduct for working around children
  - Safeguarding policy and procedures
  - Information about who are the DSLs, how to contact them and how they can raise a child protection concern
  - Information about whistleblowing
- The visitor will be escorted by staff to the person they are meeting or the location they will be working at, and they will be supervised by Libra staff whilst on the premises.
- All contractor work is only booked and overseen by the Estates Manager.
- On completing their work for the day, they will return to the reception and sign out.

## **Unplanned visits by any persons who cannot provide a safer recruitment letter of assurance:**

### **Protocol:**

- Visitor should sign in at reception, making note of their name, organisation, who they are visiting, car registration number and provide verification of their identity (due to the small number of office staff, contractors working over more than one day, only need to do this on their first day)
- Visitor will receive a **RED** lanyard with a visitors' badge to show staff that they do not have a DBS in place and are not confirmed as safe to have contact with children alone. This lanyard and badge must remain visible. Visitors with a red lanyard must be accompanied by Libra staff whilst they are on the school premises.
- An unplanned visitor who is unable to provide identification or a letter of safer recruitment will not be permitted to have unsupervised contact with a child.

- Visitors without an identification badge will be politely challenged by school staff and will be escorted to the school office/ reception to sign the Visitors' Record Book and be issued with an identity badge.
- Visitors are shown the safeguarding notice board in the reception area where there is information about:
  - visitors and contractors' protocol
  - photography policy
  - guidance on acceptable contact with children outside the work environment and online
  - a code of conduct for working around children
  - Safeguarding policy and procedures
  - Information about who are the DSLs, how to contact them and how they can raise a child protection concern
  - Information about whistleblowing
- The visitor will be escorted by staff to the person they are meeting or the location they will be working at, and they will be supervised by Libra staff whilst on the premises.
- All contractor work is only booked and overseen by the Estates Manager.
- On completing their work for the day, they will return to the reception and sign out.

## Parents and carers

If parents and carers are visiting school to attend an event, such as a parents evening, sports day or play, they do not need to undergo vetting and barring checks.

## Protocol when inviting a visiting speaker to school:

- All invites for an outside speaker to visit school must be approved by the principal or in their absence the deputy principal.
- Libra will assess external speakers before agreeing to invite them into the school to support the delivery of the curriculum by:
  - asking for evidence of their work and how this interacts with the school's legal duties on political impartiality.
  - ensuring the external speaker does not compromise the prohibition on promoting partisan political views to children.
  - Making the speaker aware that they must be aware of the school's equality policy, and they will not:
    - ✓ use or distribute any extremist material
    - ✓ make any comments that may cause offence to others
    - ✓ undermine tolerance of other faiths or beliefs
- All visiting speaker presentations must be evaluated beforehand through discussion with relevant staff.
- Ensure staff are present whenever an external speaker is speaking.
- Ensure staff intervene during a presentation if they think the views expressed are dangerous to children and pose a safeguarding risk.

## Checklist for visitors

### Before your visit:

- Make sure you understand and follow the school's processes for visitors, whichever capacity you are visiting in.
- Confirm the date and time of your visit with the school. Make sure you know who to ask for when you arrive.
- If you work with children regularly, you should provide the school with a safer recruitment letter of assurance from your organisation.
- If you plan to take photographs of children as part of your work, you must seek prior permission from the school.

### During the visit:

- Be prepared to show identification when you arrive.
- Follow the school's code of conduct.
- Note where the safeguarding notice board is and its' contents:
  - visitors and contractors' protocol
  - photography policy
  - guidance on acceptable contact with children outside the work environment and online
  - a code of conduct for working around children

- Safeguarding policy and procedures
- Information about who are the DSLs, how to contact them and how they can raise a child protection concern
- Information about whistleblowing
- Only go into areas of the school you've been permitted to enter.
- You should only be alone with children if the school has given you permission. If you are working one to one with a child, make sure you put the appropriate safeguarding measures in place.

If you identify a safeguarding or child protection concern

- Report it by following both the school's and your own procedures.
- Keep a record of your concern.
- Work with the school to support any ongoing work with that child and their family, including referrals to other agencies.

## **Smoking and Alcohol**

Please note, Libra is a non-smoking establishment. Smoking is not permitted anywhere on site including the grounds. We are required to ensure all visitors and contractors are aware of this to support us in raising awareness and will:

- be aware of and comply with this;
- not to smoke or vape at school or anywhere on the grounds.

Alcohol is not to be brought onto or consumed on the premises.

## **Linked Policies and documents:**

Safeguarding / Health and safety / Equality

## **On behalf of the Reviewing Team, led by:**



Joan Wilkes

Director

**Date: 13<sup>th</sup> February 2026**