Cheshire East Safeguarding Children's Partnership
Keeping Children Safe in Cheshire East

Protocol on professional visitors to schools

September 2025

Protocol on professional visitors to schools

1. Introduction

This guidance is intended to help schools and their Safeguarding Children's Partnership to manage professional visitors in a way that ensures the safety of children and adults on the school site. The responsibility for these arrangements lies with the Head teacher and the governing body.

2. Guidance and Responsibilities

The Head teacher and Chair of Governors are responsible for implementing this guidance and managing the protocol for visitors to their school or academy. The day to day arrangements need to be understood and implemented by all staff. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school.

All staff should be made aware of this guidance and that it applies to the following visitors equally.

It should be included within the establishment's whole school safeguarding policy and referenced in the school's health and safety policy and other relevant policies

Types of visitor

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches

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Where possible, visits should be pre planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. The head teacher or senior leadership team should be aware of visits in advance whenever possible. It is acknowledged that there will be occasions where professionals need to visit children in an education setting in an emergency, for example, where a child protection safeguarding concern has been raised.

Appropriate rooms should be allocated to the visiting professionals.

3. Procedures for ALL visitors

- Wherever possible, visits to schools must be pre-arranged and the relevant personnel made aware, it is acknowledged that there will be occasions where limited notice can be given, including child protection investigations where a child needs to be seen on the day
- All visitors must report to the main reception first and not enter the school via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification. All staff should show the photo ID card their employing agency has issued to them.
- If there are any concerns in relation to the validity of this identification school staff should seek to confirm this with the employing agency.
- All visitors will be asked to sign the visitors' record book or equivalent such as an electronic recording system which may include a photograph of the visitor being taken.
- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's badge should be worn and displayed prominently at all times whilst in the school.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured the visitor's employers have confirmed that their staff have appropriate checks.
- If visitors find they are alone with pupils they should report to a member of staff or reception. This should be explained to visitors at the point of arrival.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.

4. Categories of Visitors

4.1 Cheshire East Council staff

Cheshire East Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. If the nature of their work requires it, the service will also have applied the requirements of the Childcare Disqualification Regulations.

The guidance in the most up to date Keeping Children Safe in Education paragraph 306 says: For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances.

This guidance can be regarded by schools as the 'written notification' required by the guidance.

An example template of written notification is included at Appendix 1.

Schools will, of course, need to see identification from visitors to confirm that they do indeed work for Cheshire East Council. All Cheshire East Council staff visiting schools carry photo identification.

4.2 Staff from other agencies

The same requirement as in 4.1 applies. If schools have 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

Monitoring and Evaluation

Like all safeguarding policies schools should monitor and evaluate the implementation and effectiveness of this guidance on a regular basis.

Review of guidance

The guidance will be reviewed by Cheshire East Children's Safeguarding Partnership and reflect any revisions to national or local guidance or as a result of any lessons learned locally.

1 Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, academies and free schools. DfE February 2015

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DATE: August 2025

Letter of assurance - Disclosure & Barring Service Checks for Cheshire East Family Help Service, Education, Strong Start and Integration Service and Children's Social Care.

Dear Early Years Provider/ Head teacher / Chair of Governors / Director

Visiting Colleges, Schools and Early Years Settings

Ofsted Guidance on DBS checks for visiting staff states:

'For visiting staff who do have unsupervised regular access to children and young people – such as educational psychologists, social workers, family support workers, supply teachers, trainee teachers, nurses, sports coaches, MOD personnel and inspectors – their 'providing' organisation (for example, the supply agency, the university, primary care trust, local authority and so on) should request the check. It is sufficient, for settings, schools and colleges to seek written confirmation that appropriate checks, including DBS checks have been carried out and by whom – most commonly the relevant human resources department (it is not necessary to specify a named individual) – and to confirm the identity of these visitors.'

To help you comply with this guidance, this letter is confirmation that our Children's HR Department obtains the following checks for all centrally employed staff who, as part of their jobs, have unsupervised contact with children & young people on a regular basis or undertake work from specified establishments for more than 3 days in a 30 day period:

• Enhanced DBS disclosure with a child barred list check

• 2 References

• Medical Clearance

• Eligibility to work in the UK

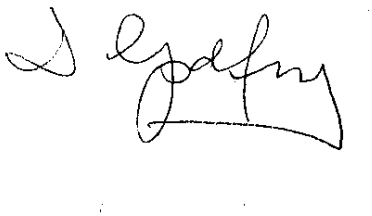
Employees of the Cheshire East Family Help Service, Education, Strong Start & Integration Service and Children's Social Care do not commence employment in posts with regular unsupervised contact with children or work from specified establishments until all satisfactory clearances have been received.

All Cheshire East employees are issued with identification badges and will show these upon their visit to your school.

This letter should be retained with your single central record for Ofsted purposes and negates the need for you to ask individual staff for proof of the above when they arrive on site.

Should you require further information or need to verify an individual or role from the Cheshire East Human Resources Support for Children's Jill Weare in the first instance Jill.Weare@cheshireeast.gov.uk

SIGNED: Dawn Godfrey, Executive Director of Children's Services



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