



Priory Junior School

Visitors and VIP Policy

2026/27

We LEARN with PRIDE

Peace - Respect - Independence - Determination - Equality

School	Priory Junior School, Priory Road, Gedling, Nottingham, NG4 3LE
Headteacher and DSL	Mr Jack Cross
Approved by Governing Body	To be confirmed
Policy effective from	1 September 2026
Date for review	September 2027

Key safeguarding contacts

Headteacher / Designated Safeguarding Lead	Mr Jack Cross
Deputy Designated Safeguarding Lead	Miss Holly Edwards
Additional Safeguarding Lead	Miss Sophie Gilbert
Senior leader available in the absence of DSLs	Lisa Harper - Headteacher, Phoenix Infant School
Safeguarding Governor	Mrs Joanne Reynolds
LA Safeguarding Children in Education Officer	Zain Iqbal - SCIEO@nottsgov.uk
Local Authority Designated Officer (LADO)	LADO@nottsgov.uk - 0115 804 1272
Emergency services	999 where there is immediate danger or an immediate risk to life or serious injury

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1. Purpose, scope and statutory context

This policy explains how Priory Junior School manages people who visit the school site or work with pupils on behalf of the school. It applies to all visitors, irrespective of role, status or frequency of attendance, and should be applied proportionately using professional judgement.

The policy is informed by Keeping Children Safe in Education (KCSIE) 2026, which comes into force on 1 September 2026, Working Together to Safeguard Children 2026, Nottinghamshire safeguarding arrangements, and other relevant legislation and guidance. It also draws on the Nottinghamshire-style Visitors and VIP guidance.

2. Priory safeguarding ethos and responsibilities

2.1 School ethos

At Priory Junior School, we LEARN with PRIDE. Our values of Peace, Respect, Independence, Determination and Equality underpin the way we welcome visitors and the boundaries we set to keep children and adults safe. We aim to be welcoming, inclusive and respectful while maintaining a culture of vigilance and an attitude that “it could happen here”.

2.2 Roles and responsibilities

- The Headteacher has overall responsibility for implementing this policy and for ensuring that visitor arrangements are safe, proportionate and understood by staff.
- The Designated Safeguarding Lead (DSL) oversees the safeguarding aspects of visitor arrangements, advises on risk assessments and responds to concerns about visitor conduct or suitability.

- The Governing Body provides strategic oversight, seeks assurance that visitor systems are effective and ensures that weaknesses are addressed.
- Reception and administrative staff implement arrival, identity, sign-in, badge/lanyard and departure procedures consistently.
- The staff member inviting or hosting a visitor is responsible for planning the visit, making required checks/assurances, briefing the visitor, supervising appropriately and ensuring the visitor leaves through reception.
- All staff should challenge an unidentified or unbadged visitor politely and should report any safeguarding concern without delay.

3. Types of visitors

Visitors may include, but are not limited to:

- professional visitors connected with a child's education, health, welfare or safeguarding, such as social workers, educational psychologists, therapists, health professionals and local authority officers;
- curriculum, enrichment and pastoral visitors, such as music tutors, sports coaches, authors, external speakers, NSPCC staff and other organisations supporting learning;
- contractors, tradespeople, maintenance staff, IT technicians and other people working on the building, grounds or equipment;
- governors, trainee/student teachers, volunteers, work-experience participants and parent helpers;
- parents, carers, relatives and members of the community attending meetings, performances, sports events, celebrations or other school activities;
- Ofsted inspectors and other authorised inspection or regulatory personnel;
- VIPs and high-profile guests, including civic leaders, public figures, politicians, authors, sporting personalities and other inspirational visitors.

Safeguarding arrangements apply to all visitors. The degree of checking, escorting and supervision will depend on the purpose of the visit, expected contact with pupils, frequency of attendance, whether regulated activity is involved, what assurances have been obtained, and any known risk factors.

4. Procedures for all visitors

4.1 Pre-arrangement and approval

- Wherever possible, visits should be arranged in advance with a named member of staff.
- The Headteacher, DSL or appropriate senior leader should be aware in advance of planned visitors where the visit involves work with pupils, external delivery, sensitive content, high-profile guests or safeguarding considerations.
- The host should consider the purpose and educational value of the visit, age appropriateness, pupil needs, supervision, access to the site, online or photographic activity, and whether safeguarding checks or written assurances are required.
- A risk assessment should be completed where the nature of the visit creates additional risk. Risk assessment may be proportionate and does not always require a separate formal document, but decisions should be recorded where appropriate.

4.2 Arrival, identity and sign-in

- All visitors must report to the main reception and must not enter the school through another entrance unless a specific controlled arrangement has been agreed.
- Visitors should explain the purpose of the visit and identify the person who invited them.
- Formal identification should be checked where appropriate. Nottinghamshire County Council staff should present their NCC photo identification.
- All visitors must sign in using the school's electronic visitor management system. The system includes a photograph of the visitor being taken. A separate register may be used for large groups or events where this is more practical.
- Visitors must wear the school visitor badge/lanyard visibly while on site.

Priory lanyard arrangements: A black lanyard is used for visitors for whom appropriate DBS/safer recruitment assurance has been confirmed and who may be permitted to move around the school in accordance with their role. A red lanyard identifies visitors who must be escorted/supervised. A lanyard colour does not itself determine whether a person may work unsupervised; the underlying role, checks and risk assessment remain decisive.

4.3 Supervision and access control

- Visitors should wait at reception until met by their host or another authorised member of staff.
- Visitors must remain in agreed areas and be accompanied unless the school has determined that unescorted access is appropriate for the role and the required checks/assurances are in place.
- A visitor must not be left alone with pupils unless this is a legitimate part of their role and the school is satisfied that the appropriate safeguarding checks have been completed.

- If a visitor unexpectedly finds themselves alone with pupils, they should alert a member of staff or return to reception.
- Visitors must follow staff instructions about fire, lockdown, first aid, health and safety, site security and emergency arrangements.

4.4 Behaviour, safeguarding and use of technology

- Visitors must behave professionally, respectfully and in a manner consistent with the school's safeguarding culture and PRIDE values.
- Any concern about a child must be reported immediately to the DSL or a deputy. A visitor must never promise confidentiality to a child.
- Visitors must not use personal mobile phones, cameras or recording devices around pupils unless this has been explicitly authorised for a legitimate purpose and is managed in line with school policy.
- Visitors must not initiate private contact with pupils, exchange personal contact details or communicate with pupils through personal social media or messaging accounts.
- Any information about pupils learned through the visit must be treated confidentially and shared only where there is a lawful and legitimate need.

4.5 Departure and record keeping

- Visitors must leave through reception, sign out and return their visitor badge/lanyard.
- Reception staff should monitor visitor records and follow up where a visitor appears not to have signed out.
- Visitor logs and any related safeguarding records will be retained and handled in accordance with the school's data protection and retention arrangements.

5. Special categories of visitor

5.1 VIPs and high-profile guests

VIPs may include members of the Royal Family or their representatives, ministers or MPs, councillors and civic leaders, senior public servants, religious leaders, senior representatives of charities or businesses, and notable figures in sport, the arts, academia, literature or media.

- VIP visits must be planned in advance and approved by the Headteacher.
- A named member of staff will coordinate the visit and identify who will escort and supervise the VIP and any entourage.
- The school will consider the educational value, safeguarding implications, security, media interest, reputational risks, photography/recording, pupil consent and any additional needs or sensitivities.
- VIPs and members of their entourage will not be left unsupervised with pupils unless the school has a clear lawful basis and all required checks are in place. In normal circumstances, VIPs will be accompanied throughout.
- Reasonable practical adjustments may be made to standard reception arrangements for high-profile visitors where necessary for security or protocol, but safeguarding expectations remain in place for the VIP and accompanying personnel.

5.2 Political visitors and political impartiality

Where a politician, candidate, campaigning organisation or other visitor may discuss political issues with pupils, the school will meet its legal duties on political impartiality. The content and materials will be reviewed in advance, must be age-appropriate, and must not amount to the promotion of partisan political views. Where a political issue is discussed, pupils will receive a balanced presentation of opposing views, either during the visit or through appropriate teaching around it.

- External organisations must not use a school visit to recruit pupils into political activity, campaigning or petitions.
- The school may set boundaries on topics or materials and may stop a session where agreed expectations are not followed or safeguarding concerns arise.
- Particular care will be taken during election periods or periods of heightened political sensitivity.

5.3 Nottinghamshire County Council staff and other professional agencies

Professional visitors should have their identity checked. Where their role involves contact with children, the school must be satisfied that the appropriate DBS or other safer recruitment checks have been completed by the employing service. Where written assurance has been provided by the employer or agency, the school should not routinely ask to see the individual DBS certificate. Where the visitor will have no contact with children, a DBS check is unlikely to be required.

NCC staff should present their NCC photo ID. For other agencies, the school should obtain or retain written assurance where appropriate and verify the visitor's identity on arrival. Where suitable assurance is not available, the visitor must be supervised and must not undertake regulated activity.

5.4 Contractors and self-employed individuals

- Safeguarding requirements should be included in contracts and commissioning arrangements.
- Contractors engaging in regulated activity must have an enhanced DBS check with children's barred list information. Contractors who are not in regulated activity but have regular contact with children will normally require an enhanced DBS check without barred list information. Where contact with children is not regular, the school will decide whether a basic DBS check is appropriate.
- No contractor for whom required checks have not been obtained may work unsupervised or undertake regulated activity with children.
- Identity must be checked on arrival and access restricted to agreed areas. Building works should, where appropriate, be physically separated from pupils.
- For a self-employed individual, the school should either obtain the required DBS check or, where the individual has obtained their own check, inspect the certificate and ensure it is at the level required for the work.

5.5 Trainee and student teachers

For salaried trainee teachers, the school is responsible for completing the necessary pre-employment checks, including an enhanced DBS check with children's barred list information where required. For fee-funded trainees, the training provider is responsible for the checks and the school must obtain written confirmation that the required checks have been completed and that the trainee has been judged suitable to work with children.

Tutors or assessors who do not have unsupervised contact with pupils will not normally require a DBS check solely for the visit. If they will have such contact, the school must be satisfied that appropriate checks have been completed by their institution.

5.6 External organisations, speakers and curriculum providers

- The school will assess the suitability, educational value and age appropriateness of the organisation, speaker, content and resources before the visit.
- Content must be consistent with safeguarding expectations, equality duties, fundamental British values and the school's legal duties on political impartiality.
- For online safety or technology-related sessions, staff should use the UKCIS guidance on using external expertise and ensure content is current, safe, evidence-informed and suitable for pupils.
- Where regular personnel are supplied by an organisation, the school will obtain written confirmation of relevant safeguarding checks and review this assurance at appropriate intervals.
- A member of school staff should normally remain present when an external organisation delivers to pupils so that content can be monitored and followed up.
- The school may stop or redirect a session where the visitor departs from agreed content, promotes unsafe or inappropriate material, or creates a safeguarding concern.

5.7 Governors

Governors follow the same sign-in and visitor procedures when attending school. Governors of maintained schools are required to have an enhanced DBS check and the school will also carry out the required section 128 check. Governance itself is not regulated activity, so a children's barred list check is only required where a governor also undertakes a separate role that constitutes regulated activity with children.

5.8 Parents, carers, relatives and school events

The school will not request DBS or barred list checks, or ask to see existing DBS certificates, simply because a parent, carer or relative is attending an event such as a sports day, assembly, performance, open day, parents' evening or meeting. The Headteacher will use professional judgement about supervision and access, taking account of any court order, social care advice, known safeguarding concern or other relevant information.

Parents and relatives will be informed of the school's expectations about photography and video at events. A parent who is acting as a regular helper or volunteer is considered under the volunteer arrangements below rather than simply as a visiting parent.

5.9 Ofsted and other authorised inspectors

Authorised inspectors should be asked to show official identification and sign in. The school may rely on written assurance held by the relevant authority or employer regarding required safeguarding checks, subject to current local and national arrangements.

5.10 Volunteers, parent helpers and work experience

- A volunteer who teaches, trains, instructs or supervises children frequently, on more than three days in a 30-day period, or overnight will be in regulated activity and the school should obtain an enhanced DBS check with children's barred list information.
- Existing volunteers whose role becomes regulated activity because of the 2026 change must have their barred-list status checked in accordance with KCSIE 2026.
- A volunteer on whom no checks have been obtained must never be left unsupervised or allowed to undertake regulated activity.
- For volunteers who are not in regulated activity, the school will complete and record a written risk assessment and determine whether an enhanced DBS check without barred list information, a basic DBS check, or no DBS check is appropriate.
- Risk assessments should consider the nature of the work with children, frequency, supervision, what the school knows about the volunteer, other employment/volunteering and any available references or suitability information.
- Work-experience and other temporary arrangements will be managed in line with KCSIE 2026 and the school's safer recruitment arrangements.

6. Childcare Disqualification Regulations (where applicable)

The Childcare (Disqualification) Regulations 2018 may apply to individuals who provide, manage or regularly work in relevant childcare for children under eight. At Priory Junior School this is most likely to be relevant to particular out-of-school childcare arrangements or roles involving younger pupils. It is not a general requirement for every visitor.

Where the regulations may apply, the Headteacher/DSL will seek advice from the school's HR or local authority service and will ensure that the employing organisation or provider gives appropriate assurance. Health professionals, governors acting only in their governance role and other visitors who are not providing relevant childcare are not brought within the regulations solely because they enter the school.

7. Raising awareness of visitor safety with children

- Pupils will be reminded that visitors should wear a school badge/lanyard and that they should tell a trusted adult if they see someone they do not recognise or if a visitor's behaviour makes them feel worried or uncomfortable.
- Before VIP visits, large events or unusual activities, staff will remind pupils of any specific safety arrangements, including where they should be, who is supervising and what to do if they feel unsafe.
- Pupils will be encouraged to report concerns even when they are unsure whether something is serious. Their concerns will be listened to and acted upon.

8. Concerns relating to a visitor

8.1 Reporting

Any concern about a visitor's behaviour, suitability or conduct - no matter how small - should be reported immediately to the Headteacher and DSL or, if they are unavailable, the most senior member of staff available. Staff must not assume that somebody else will report it.

8.2 Immediate action

- The DSL will ensure the concern is recorded and will assess risk and next steps.
- Where there is a possible safeguarding risk, the visitor should be removed from contact with pupils while the matter is considered.
- Where a child is in immediate danger, staff must contact the police on 999 and take immediate protective action.
- Where the concern relates to an allegation that an adult working with children has harmed a child or may pose a risk of harm, the school will follow KCSIE 2026 Part Four and the school's Child Protection Policy, including contact with the LADO where required.
- Low-level concerns about adults will be managed through the school's low-level concerns procedure and recorded appropriately.
- Where relevant, the DSL/Headteacher may seek advice from the Safeguarding Children in Education Officer or other safeguarding partners.

Confidentiality will be maintained appropriately, but safeguarding information will be shared where necessary to protect a child or support an investigation. The complainant or reporter will not necessarily be informed of confidential employment or disciplinary outcomes.

9. Unknown, uninvited or malicious visitors

9.1 Challenge and escort

- Any adult on site who is not wearing the expected visitor identification, or whose presence is not known, should be challenged politely by staff where it is safe to do so.
- The person should be escorted to reception to explain the purpose of the visit and complete the visitor process.

- If the person refuses to comply, they should be asked to leave and the Headteacher or a senior leader should be informed immediately.
- Staff should not attempt physical intervention where this would place themselves or others at risk. Police should be called where necessary.

9.2 Emergency and lockdown arrangements

If a visitor presents a threat to pupils or staff, the school's emergency and lockdown procedures will be activated. This may include moving pupils to safe areas, securing the site and contacting emergency services. All staff should know their role within the school's emergency plan.

9.3 Nottinghamshire information-sharing protocols

Where appropriate, the school will use current Nottinghamshire safeguarding and police protocols for sharing urgent safety information, including the NCC Safe Alert arrangements and Operation Striver or any successor local arrangements. The DSL/Headteacher will use current information from the Nottinghamshire Schools Portal and Nottinghamshire Safeguarding Children Partnership.

10. Data protection, visitor records and confidentiality

- Visitor sign-in records, photographs and identification information are personal data and will be collected only for legitimate school, safeguarding, security and health-and-safety purposes.
- Access to visitor information will be restricted to staff who need it. Information will be retained and securely deleted in accordance with the school's data protection and retention arrangements.
- Visitor information may be shared with safeguarding partners, police or other agencies where there is a lawful basis and where sharing is necessary and proportionate.
- Visitors must respect the confidentiality and privacy of pupils, families and staff and must not retain or disclose information obtained through the visit unless authorised or required by law.

11. Monitoring, evaluation and review

- The Headteacher and DSL will monitor implementation through safeguarding checks, review of visitor logs and consideration of incidents or near misses.
- The Safeguarding Governor will seek assurance that procedures are understood and consistently applied.
- Any shortfall in sign-in, supervision, visitor identification, safeguarding assurance or departure procedures will be addressed promptly.
- This policy will be reviewed at least annually and sooner if legislation, statutory guidance, local procedures, school arrangements or learning from an incident changes.

12. Linked policies, legislation and guidance

12.1 Linked Priory Junior School policies and procedures

- Whole School Child Protection Policy 2026/27
- Staff Behaviour Policy / Code of Conduct
- Behaviour Policy / The Priory Way
- Safer Recruitment Policy and Single Central Record procedures
- Allegations and Low-Level Concerns Procedures
- Health and Safety Policy
- Whistleblowing Policy
- Online Safety and Acceptable Use Policy
- Mobile Phone and Smart Technology Policy
- Data Protection and Information Sharing Policy
- Emergency / Lockdown procedures
- Equality Policy
- Educational Visits procedures

12.2 Key legislation and national guidance

- [Keeping Children Safe in Education 2026](#)
- [Working Together to Safeguard Children 2026](#)
- [Political impartiality in schools](#)
- [Disqualification under the Childcare Act 2006](#)

- [Using external expertise to enhance online safety education](#)

Relevant legislation includes the Education Act 2002, Children Acts 1989 and 2004, Health and Safety at Work etc. Act 1974, Counter-Terrorism and Security Act 2015, Childcare (Disqualification) Regulations 2018, Data Protection Act 2018, UK GDPR, Data (Use and Access) Act 2025 and the Crime and Policing Act 2026.

Appendix A - Reception checklist

Check	Reception / host action	Complete
1	Visit pre-arranged where possible; host and purpose confirmed.	☐
2	Required safeguarding assurance/checks confirmed for the role.	☐
3	Formal ID checked where appropriate; NCC photo ID checked for NCC staff.	☐
4	Visitor signs in and photograph is captured through the electronic visitor system.	☐
5	Correct Priory visitor badge/lanyard issued and displayed.	☐
6	Visitor briefed on safeguarding, phones/photography, emergency arrangements and where to report concerns.	☐
7	Escort/supervision arrangement confirmed and visitor remains in agreed areas.	☐
8	Any concern is reported immediately to the DSL/Headteacher.	☐
9	Visitor signs out, returns badge/lanyard and leaves through reception.	☐

Appendix B - VIP and external speaker planning checklist

- Headteacher approval obtained and a named visit coordinator appointed.
- Purpose and educational value are clear and appropriate for the age/development of pupils.
- Identity, organisation and background/suitability reviewed proportionately.
- Content, slides, resources and any online material reviewed in advance where relevant.
- Political impartiality, Prevent duty, equality, inclusion and fundamental British values considered.
- Any media, publicity, photography, filming and parental/pupil permissions considered.
- Pupil safeguarding needs, SEND/access needs and any known sensitivities considered.
- Escort, supervision, room/location and access arrangements agreed.
- Entourage/security arrangements agreed for high-profile visitors.
- Visitor safeguarding expectations communicated before or on arrival.
- Contingency agreed if the visitor departs from agreed content or a safeguarding concern arises.
- Visit reviewed afterwards where appropriate and any learning recorded.

Appendix C - Visitor safeguarding expectations

Visitors should be made aware of the following expectations, either through reception information, a visitor briefing or the member of staff hosting the visit:

- Wear your visitor badge/lanyard visibly and remain in agreed areas.
- Follow staff instructions and do not enter pupil areas independently unless this has been agreed.
- Do not use personal phones, cameras or recording devices around pupils unless explicitly authorised.
- Do not exchange personal contact details with pupils or contact pupils through personal accounts.
- If a child says or does something that causes concern, listen, do not promise confidentiality and report it immediately to the DSL or a member of the safeguarding team.
- If you become separated from your host or unexpectedly find yourself alone with pupils, contact a member of staff or return to reception.
- Respect confidentiality and do not discuss pupils, families or staff outside the legitimate purpose of your visit.
- In an emergency, follow staff directions and the school's fire/lockdown procedures.
- Sign out and return your badge/lanyard before leaving.