

Head Teachers, Principals & Senior Managers must consider whether a visitor to the setting requires escorting, supervision, a risk assessment or recruitment checks.

The extent of assessments and checks will depend on the visitor's role and the purpose of their visit:

- If they are not meeting with pupils & not left alone, they do not need to be assessed and checked
- Practitioners having contact with pupils should demonstrate that they are suitably qualified
- Practitioners & volunteers having regular unsupervised access to pupils must demonstrate that they have a current enhanced DBS check
- Written confirmation of checks from an employer, including visual identification, is appropriate
- If a visitor is self-employed & cannot obtain a DBS check the setting should consider doing this on their behalf

Visitors without a current DBS check must be supervised & escorted by staff whilst in the setting.

[ID checking guidelines](#) issued by the Disclosure & Barring Service apply to all applications for standard or enhanced DBS checks (use the link to find out more or contact your HR provider).

No setting has the power to request any checks for family or friends of pupils e.g. picking up or collecting a pupil or visiting for sports day.

Contractors:

Settings should ensure that a contractor or their employee working at the setting has had the appropriate level of DBS check:

- Regulated activity requires an enhanced DBS certificate and barred list information
- Not regulated activity but with opportunity for regular contact with children requires an enhanced DBS check
- Regular contact can be on one or more sites
- A contractor with no checks must not work unsupervised or engage in regulated activity
- The Head Teacher or Principal at the setting decides level of supervision needed

The [Safeguarding Sheffield Children](#) website has some useful documents for education settings, e.g. in the [Sheffield Education Settings](#) section.

Other useful resources & information can be found here:

- [Disclosure and Barring Service](#)
- [Keeping Children Safe in Education, DfE 2021](#)

All visitors should:

- Report to reception on arrival and departure
- Identify themselves with photographic ID

The setting should:

- Keep a record of all visitors to the setting
- Identify all visitors whilst at the setting e.g. through wearing a visitors badge
- Tell the visitor who is in the settings' safeguarding team and how to report safeguarding concerns or other problems & difficulties (see below)
- Ensure that the visitor is not left alone with children or young people unless it is appropriate & relevant checks have been made
- Ensure that the appropriate protocol is followed if they are taking a child or young person off the premises
- Let parents know if the setting is asking professionals to provide services or stage an event for their pupils
- Inform the visitor of procedures in the event of a fire, and other relevant health and safety information
- If someone at your setting is not identifiable, your staff should respectfully ask them for identification and for the purpose of their visit. If the response is unsatisfactory, report immediately

Many settings in Sheffield give all visitors, practitioners and supply staff a copy of [‘How our education setting safeguards students, Sept 21’](#) when they arrive at reception.

This document includes your safeguarding ethos & details of your safeguarding team, where they are based & how to contact them.