



### 1. Introduction

- 1.1** The safety of students and staff is of paramount importance, and King Edward VI College is committed to safeguarding and protecting all members of the college community. This policy sets out the arrangements for managing visitors to the college site to ensure a safe, secure, and welcoming environment
- 1.2** This policy will also prevent unnecessary disruption to lessons and other educational activities and help protect our site and facilities from misuse, damage, or unauthorised access.

### 2. Relevant Legislation

- 2.1** This policy has due regard to all relevant legislation including, but not limited to:

- The Health and Safety at Work Act 1974
- Keeping Children Safe in Education 2025
- The Childcare Act 2006
- The Education Act 1996

- 2.2** This policy also operates in conjunction with our:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Medical and First Aid Policy
- Managing unacceptable behaviour policy
- Health and Safety policy

### 3. Authorisation - Visitors by Appointment Only

To support site security, safeguarding, and the smooth running of daily operations, all visitors to the college must attend by prior appointment only.

- 3.1** Staff members arranging visits for educational or professional purposes are responsible for collating the required visitor information and providing this to Reception in advance of the visit.
- 3.2** Parking is limited and cannot be guaranteed. Where parking is required, Reception must be consulted before any arrangements are confirmed, and staff should not make assurances regarding parking availability. If an EV charging parking space is required for visitors known to the college, Reception must be informed by email or telephone at least 24 hours in advance so that a bay can be reserved.
- 3.3** A list of authorised visitors is printed daily by reception and for our site safety officer's review.
- 3.4** Reception has the authority to verify appointments and manage access to the site. Visitors arriving without a confirmed appointment will be politely greeted by Reception staff and asked to state the purpose of their visit. Where an appointment cannot be verified, visitors will be asked to leave the premises and return at an agreed time in line with the appointment-only system.
- 3.5** Exceptions to this policy apply only where agreed in advance or in the case of emergency services or other authorised visitors.

## 4 Safeguarding

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**4.1** The college is committed to promoting the safety of all students and staff and may require visitors to undertake an enhanced DBS check with child barred list depending on the purpose of their visit.

**4.2** A visitor will require an enhanced DBS check with child barred list if they work in regulated activity which is defined as:

- Regular teaching, training, instructing, caring for or supervising students if the individual is unsupervised
- Regularly providing advice or guidance on physical, emotional or educational wellbeing
- Regularly driving a vehicle only for children
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children
- All relevant personal care, including helping a child with eating, drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability
- All health care for children provided by, or under the direction or supervision of, a regulated healthcare professional

Enhanced DBS checks with child barred list will be undertaken in accordance with the Disclosure and Barring Service (DBS) policy.

**4.3** The Designated Safeguarding Lead will be responsible for determining whether enhanced DBS checks with child barred list need to be carried out and ensuring they are undertaken when required.

**4.4** Under no circumstances will a visitor, who has not undergone an enhanced DBS check with child barred list, be left unsupervised with students.

**4.5** The college will manage the risk of potential harm to students by taking steps to segregate students from visitors.

The college acknowledges that due to the inability of contractors to obtain an enhanced DBS with child barring due to their profession, a safeguarding declaration is required from the contractor's main employer to ensure that individuals working on College premises are suitable to work in regulated activity. **Please see Annex: A**

For agency and third party staff, in line with Keeping Children Safe in Education 2025, schools and colleges must obtain written notification from any agency, or third-party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college. To this extent, a letter of assurance must be provided. **Please see Annex: B**

## 5 Visiting Procedure

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**5.1** All visitors to the college, including parents and contractors, will comply with the following procedure:

- Report immediately to Reception on arrival
- Provide Reception staff with their details including:
  - Name
  - Purpose of visit
  - The member of staff they are here to visit
- Show proof of identification, e.g. photo ID, bank card , employment ID ( NHS, police etc) , council tax bill
- Sign in
- Read and retain the information for visitors
- Display their visitor ID badge (provided) at all times while on college premises
- Sign out at Reception and return badge before departure

**5.2** Visitors are provided with an ID badge with either a red or green lanyard

- Red signifies they have not had the relevant enhanced DBS check with child barred list carried out and must have an appropriate level of supervision from a staff member in regulated activity whilst on-site; this supervision must be active, regular and risk-based
- Green signifies they have had the relevant enhanced DBS check with child barred list and may enter the college unsupervised

**5.3** Visitors will be made aware of the relevant college policies, including those in relation to health and safety, reporting a child protection/safeguarding concern and emergency procedures.

**5.4** Visitors will be advised that King Edward VI College is a non-smoking and non- vaping site and smoking and vaping are ~~is~~ not permitted anywhere on site.

**5.5** Visitors will be directed to make sure they do not take any photographs of staff or students whilst on college grounds.

**5.6** Visitors are always the responsibility of the staff member whom they are visiting and therefore should be made aware of any local H&S requirements and the fire evacuation procedure.

## 6 Unidentified Individuals

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**6.1** It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or with a red lanyard/visitors ID badges and/or without a clearly displayed green/lanyard visitors ID badge.

Any such visitors will be directed to Reception where they can sign-in in accordance with the procedure set out in Section 5.1 of this policy.

If a visitor cannot be identified, security staff and the DSL will be informed immediately.

If the visitor refuses to report to Reception, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## 7 Visitor Conduct

- 7.1** Visitors to King Edward VI College will be required to act in accordance with the college's policies at all times.
- 7.2** The college has the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, students, governors, parents, guardians or other visitors.
- 7.3** Section 547 of the Education Act 1996 makes it a criminal offence for a person who is not a registered student or member of staff to cause a nuisance or disturbance on educational premises, or to remain on the premises without lawful authority. Therefore, the police may be contacted to assist in the removal of individuals from the premises where necessary.
- 7.4** In the event of persistent occurrences of unacceptable behaviour on the college site, the college has the right to request a banning order from the Local Authority for the individual in question.

## 8 Equality Impact

The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
January 2026	February 2026	-	-	January 2029	

Dear

**Re: Regular Contractors working at King Edward VI College**

The safety of students and staff is of paramount importance, and King Edward VI College is committed to safeguarding and protecting all members of the college community. King Edward VI College requires all contractors regularly working on site, with opportunity for contact with children, to have been appropriately checked in the same way as College employees, i.e. with a satisfactory Enhanced Disclosure and Barring Service (DBS) certificate **(with barred list check)**.

Under no circumstances will a regular contractor, who has not undergone an enhanced DBS check with child barred list, be left unsupervised with students.

We therefore request that you complete and return the form enclosed with this letter to confirm that all your employees or sub-contractors, who will come on site regularly, have received satisfactory Enhanced DBS certificates **(with barred list check)**. Please note that the majority of our students are under the age of 18 and are ~~therefore considered children. for safeguarding purposes.~~

It will be the responsibility of the contractor to ensure that individuals working on College premises are suitable to work in regulated activity and advice should be sought from our HR department if there is any doubt ~~about this~~ (HR@kedst.ac.uk). No contractor will be permitted to work on site if they are on the Barred List and in the event that the certificate gives details of conviction(s), it is expected that this will have been explored with the employee to ensure suitability.

Please email your completed form to [HR@kedst.ac.uk](mailto:HR@kedst.ac.uk) prior to the visit. If this is not provided prior to the visit, you will not be able to be left unaccompanied.

You will be required to show proof of identification on arrival at Reception.

Details of King Edward VI College's Safeguarding and Child Protection policy can be found on the college website via the following link: <https://www.kedst.ac.uk/about/policies-statutory-documents/>

If you have any queries, please email: **HR@kedst.ac.uk**

May I thank you for your co-operation and we look forward to receiving your confirmation by email.

**Safeguarding Declaration: Regular Contractor/s working at King Edward VI College**

Company name:	
Company address:	

.....[organisation name] **declares that all employees and sub contractors who carry out regular work at King Edward VI College with opportunity for contact with children have received a satisfactory DBS certificate, with children barred list check.**

A list of relevant employees and workers is given below, and this will be updated as appropriate.

<b>Please list below names of employees or sub-contractors (delete or add rows as applicable)</b>					
Full Name	Job role of employee	Satisfactory Enhanced DBS evidenced (YES/NO)	Children barred list check evidence (YES/NO)	Enhanced DBS Issue date	Enhanced DBS Certificate number

\*I confirm that all relevant qualifications have been checked and verified, where required, in order to undertake the above job role/s.

\*I confirm that all appropriate vetting procedures (including appropriate ID checks, confirmation of address, proof of right to work in the UK, references, criminal overseas check if required) have been carried out.

\*I agree to advise King Edward VI College (as appropriate) of any concerns we may have about the above named employee/s and any information on any of the above vetting checks.

\*I confirm that the above named employee/s will adhere to King Edward VI College safeguarding policies and procedures.

Name: .....

Signed: .....

Position: .....

Date:.....