

This guidance is intended to help schools to manage professional visitors in a way that ensures the safety of children and adults on the school site. It has been written to ensure schools are able to welcome external professionals appropriately, whilst complying with the requirements of KCSIE, and of course Ofsted. This 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 depending on the activity they are there to carry out (or that 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). Where a visitor will have no contact with children, it is unlikely that a DBS check will be required'* (KCSIE 2026 paragraph 378).

Professional visitors might be meeting with and supporting school staff (eg school improvement adviser, SEND officer), or working with individual or groups of children (eg social worker, sports coach). Unless there are exceptional circumstances, visits should be pre-arranged to ensure they run smoothly, considering the need to safeguard children, the reputation of the school and the visitor.

Procedures for all such visitors should include:

- Signing in procedures should be followed in the normal way, including visitors being made aware of safeguarding procedures and any emergency arrangements.
- Visitors should show their photographic identity card from their employer, explain the purpose of their visit and who they are expecting to meet. Schools should be carefully checking photo ID badges but should not be photocopying them. If there are any concerns in relation to the validity of the identification provided, school staff should confirm this with the employer.
- Schools should not be asking professional visitors for any additional forms of identification, or copies of DBS certificates.
- Professional visitors should wear a school visitor's badge or lanyard whilst in the school.
- Some categories of visitors may provide a written confirmation (eg letter of assurance) about pre-employment checks which have been undertaken.
- Visitors should only be left alone with pupils if this is a legitimate part of their role. In this instance, please see further information provided below.

Categories of Professional Visitors:

Category	Further details, including working unsupervised
CCC Education staff	All CCC education staff are covered by the generic safeguarding letter of assurance provided for schools each September. However, some staff who may work in regulated activity will provide an individual letter of assurance to confirm the appropriate level of DBS has been undertaken to enable them to work unsupervised if required.
CCC Social Care, Targeted Support and Youth Offending Service staff	Schools are under a statutory duty to cooperate with social care. All CCC social care & targeted support staff are covered by a generic safeguarding letter of assurance provided for schools by the Executive Director for Children, Education and Families, which provides written reassurance that they are able to work unsupervised with children.
Police	Schools are under a statutory duty to cooperate with the police if they are visiting to see a child in relation to a Section 47 safeguarding enquiry. They may work unsupervised. If they are visiting to speak to a child in relation to a possible criminal offence having been committed, then an 'appropriate adult' must be present.
NHS staff	Schools should follow the guidance outlined in the bullet points above.
Ofsted	Schools should follow the guidance outlined in the bullet points above.
Supply staff	Such staff must have written confirmation about pre-employment checks which have been undertaken.

If you would like more guidance on any aspect of the above, please contact:

- **Leadership Advisers:** Phil Nash (07920 270820), Rachael Schofield (07765 742629), or
- **Education Safeguarding Team:** Jackie Cannell (07391 731118).