



Safeguarding Procedures

(Visitors and Volunteers)



Policy	Safeguarding Procedures (Visitors and Volunteers)
Date of review	September 2025
Date of next review	September 2028
Lead professional	HR Director
Status	Non-Statutory

1. Introduction

At Trinity Multi-Academy Trust, the welfare of our students and their environment is paramount and we fully recognise our responsibilities to protect and safeguard the welfare of children.

These procedures apply to all staff, Directors/Governors, volunteers and visitors to the trust and each of its academies. The purpose of this document is to specifically outline the procedures all staff **MUST** follow when they invite visitors, volunteers or support services to an academy.

These procedures directly relate to the legislation and duties each academy has in relation to '*Keeping Children Safe in Education*'. They also support key aspects of each academy's Child Protection and Safeguarding Policy, in that we will:

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children (see Recruitment and Selection and Volunteer policies)
- Establish a safe environment in which children can learn and develop

2. Staff responsibilities

Safeguarding is a shared responsibility for all staff.

- All staff should wear their own ID badges at all times.

- All staff are expected to challenge unescorted visitors, or anyone on the premises they are unfamiliar with.
- All staff are required to follow these procedures and in the event of any query or uncertainty, should contact the HR team.
- Any concerns must be reported to a Senior Leader.

3. Visitors to an academy

Academies have different types of visitors, for example:

- those with a professional role, i.e. educational psychologists or social workers,
- those connected with the building or grounds maintenance,
- children's relatives
- people attending the academy for an interview

No visitor, regardless of their role and nature of visit, will be provided with unaccompanied / unsupervised access until all required vetting checks have been completed.

a) Visitors with unsupervised / unaccompanied access

Unsupervised access to students (regulated activity)

A person will be engaging in regulated activity with children, if as a result of the work they are to undertake they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
- will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children,
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once

Regular is defined as carrying out work as detailed above, more than three days in any period of 30 days.

Such visitors could include social workers, education psychologists, tutors or mentors.

For these visitors to be provided with unsupervised access, the following is required:

- Enhanced DBS with a children's barred list check
- Photographic ID check

Unsupervised access (non- regulated activity)

There will be times when a visitor requires unsupervised access to the academy but will not be undertaking regulated activity, for example someone working with the premises team to undertake maintenance work for just 1 day. For these visitors to be provided with unsupervised access, the following is required:

- Enhanced DBS (children's barred list check is not required)
- Photographic ID check

Whether the visitor is undertaking regulated activity or not, on arrival at the academy the reception team will inspect the DBS provided to ensure it is of required level. Alternatively, the providing organisation such as local authority or supply agency may provide written confirmation of this ahead of the visit. In both circumstances, ID must be checked.

After checks have been completed and it has been ascertained the visitor has the necessary checks in place they will be required to sign in as visitors. Where required, reception staff will advise staff that their visitor has arrived. Visitors will be required to read important information via the 'InVentry' sign in system, which includes protection procedures. They will be issued with an unsupervised visitor badge.

The unsupervised visitor badge, where vetting checks have been completed, will look like the image below; the badge is clearly marked for a "visitor" but has additional information on its reverse, e.g. fire evacuation by virtue of the fact the person will be unaccompanied. Lanyard colours will vary from one academy to another but are generally the same colour to the normal staff academy lanyards, and a different colour to visitor badges for those that require supervision.



b) Visitors with supervised access

If a visitor is unable to provide evidence of a DBS at the correct level (enhanced and with children's barred list check if the work they are to undertake meets the definition of regulated activity) and/or they are unable provide photographic ID, they must be granted supervised access only.

On arrival, reception staff will advise staff that their visitor has arrived. Visitors will be required to read important information via the 'InVentry' sign in system, which includes child protection procedures. They will be issued with a supervised visitor badge. Reception will advise staff of the visitor's arrival.

The supervised visitor badge will look like the image below with the badge itself clearly being marked for a "Visitor". Lanyard colours will vary from one academy to another, but will be a different colour to the normal academy staff lanyards or lanyards issued to visitors who may have unsupervised access.



The visitor is the responsibility of the staff member who has organised the visit. They are expected to escort them around the building and must ensure they are never left unaccompanied. They should ensure that at the end of the visit, the visitor returns to reception to sign out.

c) Visitors from other trust sites

Staff may work across different trust sites or may visit a different site to their 'normal' place of work. All trust staff are subject to a range of pre-employment checks which is detailed within the recruitment and selection policy and these checks are included within the SCR for their main place of work (see 4 below). When visiting site they will be wearing their staff lanyard. These staff can be granted unsupervised access to the academy they are visiting. Reception staff can access the SCRs from across the trust if required.

4. Single Central Register

Each academy is required to maintain a Single Central Register (SCR) which details the required vetting checks undertaken. Trust SCRs will include the following:

- All staff employed to work at an academy
- Governors
- Volunteers including student placements
- Agency staff
- Contractors (those that access the academy on a frequent basis)