



Visiting Professionals

All education settings are required to ensure that any visitor to the setting has had an appropriate risk assessment and that recruitment checks have been completed.

The extent of any assessment and checks will depend on the visitor's role and the purpose of their visit.

If they are not meeting with students and are not left alone, they do not need to be assessed and checked.

All visitors who will be having contact with children or young people should demonstrate that they are suitably qualified.

If they are having regular unsupervised access to students, they must demonstrate that they have a current enhanced DBS check in place.

This can usually be done via written confirmation from their employer, including visual proof of identification in order to confirm the identity of the person presenting at the setting.

This could apply to e.g. a social worker, educational psychologist, supply staff or an organisation delivering an activity such as drama or sports.

It is the responsibility of the senior leadership or management team to ensure that appropriate safeguarding support for visitors is in place.

The visitor 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 their safeguarding team and how to report safeguarding concerns or other problems & difficulties
- Ensure that the visitor is not left alone with children or young people unless appropriate
- Ensure that the appropriate protocol is followed if 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 children or young people
- 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 visitors and supply staff a copy of their adapted [Safeguarding Policy Front Sheet](#) when they arrive at reception. This document has details of the Safeguarding Team at the setting, where they are based and how to contact them.

The related policy documents below are on the [Safeguarding Sheffield Children](#) website in the [Schools & other education settings](#) section:

- **One to One Working, Sept 16**
- **Allegations of Abuse against Staff in Education settings, Sept 16**
- **Vetting, Barring & Recruitment, Sept 16**
- **A Safeguarding Policy Frontsheet, Sept 16**

For further information contact your Human Resources provider

Other useful resources:

- [Disclosure and Barring Service](#)
- [DBS Fact Sheets](#)
- [Keeping Children Safe in Education, DfE 2016](#)