



Professional visitors to schools by staff from other Derby and Derbyshire agencies

National guidance in [Keeping Children Safe in Education](#) (KCSIE) highlights that schools and colleges have a pivotal role to play in multi-agency safeguarding arrangements, and that governing bodies and proprietors should ensure that the school or college contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children.

“Schools and colleges should work with local authority children’s social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

All schools and colleges should allow access for local authority children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.”¹

On occasion staff from other partner agencies may need to visit a school or college to see a child or young person. These staff are visitors to the school or college who are there in a professional capacity. They are not visitors provided by an agency or third-party staff (supply staff)².

KCSIE outlines the settings roles and responsibilities regarding professional visitors to schools and colleges:

“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 (or 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.”³

Professional visitors to schools and colleges

Staff working for services such as Derby City and Derbyshire County Council Children’s Services, (including targeted early help, social workers, virtual school, educational psychology and behaviour support services), CAFCASS, Derbyshire Healthcare Foundation Trust, Derbyshire Community Healthcare Services, other education settings and many of our commissioned voluntary sector organisations (for example Safe and Sound, CGL and CARES Catch 22) should be identified as a professional visitor to the school or college.

¹ Keeping Children Safe in Education, Part 2: The Management of Safeguarding, Multi-agency Working, points 107-114

² Keeping Children Safe in Education, Part 3: Safer Recruitment, Agency and third-party staff, points 286-289

³ Keeping Children Safe in Education, Part 3: Safer Recruitment, Visitors, point 302

Appropriate checks

To support schools and colleges decision making about appropriate checks regarding any professional visitor, please note that:

- Professional visitors to schools such as those listed above, are staff employed in roles which are categorised as being in 'regulated activity with children'. All staff in paid or unpaid work that involves [working with children](#) where the work is classed as a [regulated activity](#) **must have a DBS enhanced with barred list check** as part of their safer recruitment processes. As outlined in [Working Together to Safeguard Children](#) (2018) the employing agency, such as Derby City or Derbyshire County Council, Derbyshire Healthcare Foundation Trust, Derbyshire Community Healthcare Services and commissioned voluntary sector organisations, are responsible for safer recruitment and ongoing safe working practices, including obtaining and scrutinising DBS checks on their staff. **These checks are not the responsibility of schools or colleges.**
- The DBS are clear that only [employers and licensing bodies](#) can request a DBS check and in accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are **authorised to receive it** in the course of their duties. **Schools and colleges should not ask to see DBS certificates of professional visitors to schools who are employed by other agencies.**
- Other than on very rare occasions staff from local authority Children's Social Care should inform the school prior to their visit to see a child or young person. Staff from other schools and organisations should always notify the school prior to their visit. Ideally visits should be confirmed in advance via an email from their workplace email account.
- Anyone employed by an organisation to work with children and their families will have a work-based photo ID which should be shown to reception upon arrival at the setting to verify the individual. If at any stage the school or college wish to take further action to confirm the identification of the individual, a discussion should take place with their manager using the main telephone number of their organisation. Schools and colleges should not photocopy professional visitors work-based photo ID or any other forms of personal identification, such as driving licenses. Instead, the schools or college should log the professional visitors name, organisation, who they are visiting and time of arrival and departure. The professional visitor should be issued with a lanyard, badge or pass that clearly identifies them as a visitor; this should be visible at all times.

Actions for schools and colleges

- ✓ All schools and colleges should have a policy and procedure which outlines how they will manage different types of visitors, including professional visitors who are employed by other agencies.
- ✓ To support schools, colleges and partner agencies working together, the DDSCP recommend that the school or college visitor's policy is consistent with this briefing note.
- ✓ All staff in the school or college are supported to understand the establishments visitor's policy and their roles and responsibilities in respect of this.

Further Advice

The East Midlands DBS Regional Outreach Adviser Lizzie Whittington has approved the content of this Briefing Note. Should you wish to clarify any DBS related queries or want to discuss any issues or barriers you may have come across, she can be contacted via 03001 052974 or Elizabeth.Whittington@db.gov.uk