



IWYS

ALTERNATIVE PROVISION

GUIDANCE TO VISITORS'

POLICY

Effective From	September 2026
Review Date	September 2027
Policy Owner	IWYS Alternative Provision
DSL / Deputy DSL	Charmaine Baines – (DSL) Joy Baines DDSL

1. Policy Statement

IWYS Alternative Provision is committed to providing a safe, secure and welcoming environment for students, staff, parents/carers, professionals, contractors, volunteers and visitors. The safety and welfare of children and young people is the highest priority whenever an individual enters IWYS premises.

All visitors are expected to comply with IWYS safeguarding, health and safety, confidentiality, behaviour, security and emergency procedures.

This policy should be read alongside the Child Protection and Safeguarding Policy, Staff Code of Conduct, Safer Recruitment Policy, Health and Safety Policy, Behaviour Policy, Risk Assessment Policy, Online Safety Policy, Prevent Policy, Data Protection and Privacy Policy, and Emergency and Fire Procedures.

The policy reflects the principles and requirements of Keeping Children Safe in Education 2026 (KCSIE 2026) and relevant Department for Education guidance.

2. Purpose

The purpose of this policy is to ensure that visitors are appropriately identified; the purpose of professional visits is established; visitors understand safeguarding responsibilities; visitors are appropriately supervised or escorted where necessary; appropriate DBS and other safeguarding checks are undertaken where required; volunteers are assessed in accordance with current regulated-activity requirements; unauthorised individuals are prevented from gaining access to students; safeguarding concerns involving visitors are reported immediately; and appropriate visitor records are maintained.

3. Scope

This policy applies to parents and carers; social workers; educational psychologists; local authority representatives; school representatives; commissioners; Ofsted or other regulatory representatives; health professionals; police officers; youth workers; careers advisers; guest speakers; tutors; contractors; delivery personnel; agency workers; volunteers; governors or management representatives; external organisations; employers; work-experience representatives; students' professionals and support networks; and any other person who is not a member of IWYS staff.

4. Safeguarding Principle

Safeguarding is everyone's responsibility. Visitors must never assume that safeguarding is solely the responsibility of IWYS staff.

Any visitor who sees or hears something concerning, receives a disclosure from a student, becomes concerned about a student's welfare, observes inappropriate behaviour, or becomes concerned about the conduct of another adult must immediately report the concern to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Visitors must not investigate safeguarding concerns themselves.

5. Visitor Access

All visitors must enter IWYS through the designated entrance unless specifically instructed otherwise. Visitors must report to reception or the designated member of staff, state their name and organisation, explain the purpose of the visit, provide identification when requested, sign the visitor register or electronic system, wear the appropriate visitor identification badge, follow reasonable staff instructions, remain within authorised areas, and sign out when leaving.

Visitors must not enter classrooms, offices or restricted areas without permission.

6. Visitor Identification

Where appropriate, IWYS will request photographic identification. Examples include a passport, driving licence, work identification or professional identification.

For professional visitors, IWYS should satisfy itself that the individual is appropriately authorised to undertake the visit. Visitors attending in a professional capacity should have their identity checked and IWYS should be assured that appropriate safeguarding checks have been undertaken by their employer or organisation where relevant.

7. Visitor Badge System

All visitors must wear an appropriate visitor badge while on IWYS premises. Badges should identify the individual as VISITOR, CONTRACTOR, VOLUNTEER, PROFESSIONAL VISITOR or another appropriate category. Visitor badges must not be transferred to another person and must be returned before leaving.

8. Visitor Signing-In Procedure

The visitor register should record, where appropriate: visitor name; organisation; purpose of visit; person being visited; arrival time; departure time; identification checked; visitor badge issued; escort or supervision required; relevant DBS assurance or check where applicable; and emergency information provided where appropriate.

Visitor records must be stored securely and handled in accordance with data protection requirements.

9. Professional Visitors

Professional visitors may include social workers, educational psychologists, speech and language therapists, health professionals, police officers, local authority officers, careers advisers, SEND professionals, education welfare professionals, school representatives and safeguarding professionals.

Before allowing access, IWYS should establish who the visitor is, which organisation they represent, the purpose of the visit, whether they have an appointment, whether they require access to students, and whether their employer has undertaken the required safeguarding checks.

Visitors attending in a professional capacity should be accompanied or appropriately managed according to the nature and purpose of the visit.

10. Visitors Attending Meetings

Visitors attending meetings with staff should remain in the designated meeting area unless authorised to enter other parts of the provision. Where a meeting concerns a particular student, confidentiality must be maintained.

Visitors must not discuss students in public areas, photograph or record students, access student records without authorisation, share confidential information, or communicate with students through personal social-media accounts.

11. Contractors

Contractors may include builders, electricians, plumbers, IT engineers, maintenance workers, cleaning contractors, grounds contractors, heating engineers, fire safety contractors, alarm engineers and other specialists.

Contractors must sign in and wear appropriate identification. IWYS must determine whether a contractor requires DBS clearance, an enhanced DBS check, barred-list information, supervision, restricted access or a risk assessment.

Where contractors are working in areas occupied by students, IWYS should consider whether work can be undertaken outside student hours.

12. Visitors Without DBS Checks

A visitor does not automatically require a DBS check simply because they are entering IWYS premises. The appropriate arrangements depend on the nature of the role, contact with students, whether the person is working or volunteering, whether they undertake regulated activity, frequency of contact, supervision arrangements, and the purpose and duration of the visit.

Ordinary visitors such as family members attending events will not normally require a DBS check. Professional visitors should be subject to appropriate identity and safeguarding assurance.

13. Volunteers

Before accepting a volunteer, IWYS should undertake an appropriate assessment of the role. The assessment should consider the nature of the work; contact with children; frequency; whether the role involves teaching, training, instructing, caring for or supervising children; whether the activity is regulated activity; whether a DBS check is required; whether Children's Barred List information is required; previous employment or voluntary experience; references or other suitability information; and the level of supervision required.

The assessment should be documented.

14. Important 2026 Change – Volunteers and Regulated Activity

From 1 September 2026, the previous supervision exemption for regulated activity with children has been removed.

Where a volunteer teaches, trains, instructs, cares for or supervises children frequently, or undertakes qualifying overnight activity, they may now be engaging in regulated activity even where another member of staff supervises them.

The relevant frequency threshold is generally more than 3 days in a 30-day period, or once overnight, including activity between 2am and 6am.

Where a volunteer is engaging in regulated activity with children, an Enhanced DBS check with Children's Barred List information will be required. IWYS should assess each role before the volunteer starts.

15. Occasional Volunteers

Occasional volunteers may include parents helping at a one-off event, parents attending an occasional school activity, volunteers helping at an isolated event, or individuals assisting with a non-regular activity.

An occasional volunteer who does not undertake regulated activity will not automatically require an Enhanced DBS check with Children's Barred List information. IWYS will undertake a proportionate risk assessment and determine whether other checks or supervision arrangements are appropriate.

16. Regular Volunteers

Where a volunteer is regularly involved in teaching, training, instructing, caring for or supervising students, IWYS will assess whether the role constitutes regulated activity.

Where it does, the volunteer must have an Enhanced DBS check with Children's Barred List information and must not commence regulated activity until the appropriate safeguarding requirements have been satisfied.

17. Volunteers and DBS Checks

DBS checks for eligible volunteers are normally free of charge, although an organisation using an external checking service may charge an administration fee.

IWYS will maintain appropriate records demonstrating the volunteer's identity, nature of the role, risk assessment, level of supervision, DBS level required, date the check was completed, relevant safeguarding information, and the decision authorising the volunteer to undertake the role.

18. Visitors Who Have Not Been DBS Checked

A person who has not received the appropriate safeguarding checks must not be left unsupervised with students where this would create a safeguarding risk, permitted to undertake regulated activity where required checks have not been completed, given unrestricted access to student areas, or permitted to access confidential student information.

The level of supervision must be proportionate to the circumstances and nature of the visit.

19. Guest Speakers and External Organisations

IWYS welcomes appropriate external speakers and organisations where they contribute positively to students' education, personal development, careers or wellbeing.

Before an external speaker visits, IWYS should consider the organisation's suitability, purpose, age and needs of students, session content, safeguarding implications, DBS requirements, supervision, Prevent or extremism considerations, and the speaker's professional experience.

External speakers must comply with IWYS safeguarding and behaviour expectations and must not promote inappropriate, discriminatory, extremist or harmful material.

20. Photography, Video and Recording

Visitors must not photograph, video or audio-record students unless specifically authorised by IWYS and appropriate consent and safeguarding arrangements are in place. Visitors must not use personal mobile phones to photograph students or upload images or information concerning IWYS students onto social media.

21. Mobile Phones and Electronic Devices

Visitors should not use mobile phones or other electronic devices in student areas unless authorised. Visitors must not photograph students, record conversations or lessons, make video calls involving students, access inappropriate websites, attempt to connect with students through social media, or exchange personal contact details with students.

22. Contact Between Visitors and Students

Visitors must maintain professional boundaries. Visitors must not give students personal gifts unless authorised, invite students to contact them privately, exchange personal telephone numbers, connect with students through personal social media, meet students away from IWYS without authorisation, transport students without prior authorisation and safeguarding arrangements, engage in inappropriate physical contact, or make inappropriate comments or jokes.

23. One-to-One Meetings

Where a visitor needs to meet a student individually, IWYS should consider the purpose of the meeting, visitor safeguarding checks, the student's age and needs, whether the meeting should be supervised, whether another member of staff should be present, whether the room has appropriate visibility, and whether the meeting should be recorded in relevant records.

24. Safeguarding Concerns About Visitors

If a student or member of staff raises a safeguarding concern about a visitor, the concern must be reported immediately to the DSL or Deputy DSL.

The DSL will determine appropriate action, which may include ending the visit, removing the visitor, preventing further access, contacting the visitor's employer, contacting the commissioning school, contacting Children's Social Care, contacting the police, or making a referral to the Local Authority Designated Officer (LADO), where appropriate.

25. Allegations Against Visitors

Where an allegation is made that a visitor has harmed a child, potentially harmed a child, committed an offence against or related to a child, or behaved in a way that indicates they may pose a risk of harm to children, IWYS will follow its Allegations Against Staff and Other Adults procedures and relevant local safeguarding arrangements.

The visitor must not be allowed to influence the investigation or question the student about the allegation.

26. Visitors and Confidentiality

Visitors may become aware of confidential information about students. All visitors must respect confidentiality and must not disclose student names, safeguarding information, medical information, SEND information, family circumstances, behaviour information, educational records or photographs unless there is a lawful and legitimate reason to do so.

27. Emergency Procedures

Visitors must comply with IWYS emergency procedures. On arrival, visitors should be informed of relevant arrangements where appropriate, including fire evacuation procedures, emergency exits, assembly point, lockdown procedures, first-aid arrangements and safeguarding contacts.

In an emergency, visitors must follow the instructions of IWYS staff.

28. Fire and Evacuation

If the fire alarm sounds, visitors must stop their activity, follow staff instructions, leave using the nearest safe exit, proceed to the designated assembly point, not re-enter the building, and report to the member of staff responsible for them.

29. Security

Visitors must keep external doors secure, not allow unknown individuals to follow them through secure entrances, report suspicious activity, challenge or report unauthorised individuals where safe to do so, and comply with site security arrangements. Visitors must not prop open security doors.

30. Refusal of Access

IWYS reserves the right to refuse entry to or remove any visitor where there is a legitimate safeguarding, security, health and safety or behavioural concern. This may include refusal to provide appropriate identification, refusal to follow safeguarding procedures, aggressive behaviour, intoxication, threats to staff or students, attempts to access unauthorised areas, refusal of reasonable supervision, breaches of confidentiality, or other breaches of IWYS safeguarding requirements.

31. Persistent or Unauthorised Visitors

Where an individual attempts to enter IWYS without permission, staff should follow site security procedures. If there is an immediate threat to safety, staff should contact the emergency services by calling 999. The incident should subsequently be recorded and reviewed.

32. Parents and Carers

Parents and carers are welcome when attending meetings, reviews, appointments, events, activities or other authorised occasions. They should remain within areas authorised by IWYS, follow staff instructions, and not enter classrooms or student areas without permission.

33. Student Escorts

Students should not routinely be responsible for escorting unknown visitors around the site. Where students participate in tours, open events or similar activities, IWYS must ensure appropriate safeguarding and supervision arrangements are in place.

34. Alternative Provision Visitors

Because IWYS provides alternative education, visitors may include professionals from commissioning schools and local authorities. Where a student has been referred or commissioned to IWYS by another education provider, IWYS will cooperate with the commissioning organisation regarding safeguarding. Relevant safeguarding information should be shared through appropriate professional channels where necessary to protect the student.

35. Visitor Risk Assessment

IWYS may undertake a written risk assessment where a visitor has regular contact with students, a volunteer role is being considered, a visitor will work directly with vulnerable students, a contractor will work in student areas, an external organisation will deliver activities, a visitor's circumstances create additional safeguarding concerns, or the visitor's role is unusual or high risk.

36. Training and Induction

Regular volunteers and visitors undertaking substantial work with students should receive an appropriate safeguarding induction covering safeguarding expectations, reporting concerns, DSL details, professional boundaries, confidentiality, appropriate conduct, online safety, emergency procedures and behaviour expectations.

37. Visitor Information Sheet

WELCOME TO IWYS ALTERNATIVE PROVISION

All visitors must sign in on arrival; wear their visitor badge; remain in authorised areas; follow staff instructions; maintain professional boundaries; never photograph or record students without permission; never share confidential information; report safeguarding concerns immediately; report to the DSL or Deputy DSL if a student makes a disclosure; and sign out when leaving.

DSL: _____

Deputy DSL: _____

38. Records

IWYS will maintain appropriate records relating to visitors and volunteers. Records may include visitor registers, identification checks, DBS information where relevant, volunteer risk assessments, contractor checks, safeguarding concerns, incidents, allegations and actions taken. Records will be stored securely and retained in accordance with IWYS data protection and records management arrangements.

39. Equality and Inclusion

IWYS will ensure visitor procedures are applied fairly and consistently. No visitor will be treated less favourably because of a protected characteristic. Reasonable adjustments will be considered where appropriate while maintaining safeguarding and security requirements.

40. Roles and Responsibilities

Proprietor / Management: ensure appropriate visitor procedures, safeguarding implementation, resources and review arrangements.

Designated Safeguarding Lead: provide safeguarding advice, assess concerns, oversee visitor safeguarding arrangements, advise on volunteer DBS requirements, make appropriate referrals and maintain safeguarding records.

Staff: follow visitor procedures, report unauthorised visitors, maintain professional boundaries, report concerns immediately and ensure visitors under their responsibility follow this policy.

Visitors: follow IWYS procedures, wear identification, remain in authorised areas, maintain confidentiality and professional boundaries, and report safeguarding concerns immediately.

41. Non-Compliance

Failure to comply with this policy may result in termination of a visit, removal from the premises, suspension of visitor privileges, referral to an employer or professional body, safeguarding referral, or police involvement where appropriate.

42. Policy Monitoring and Review

This policy will be reviewed at least annually and sooner where legislation, DfE guidance, KCSIE, DBS requirements or safeguarding procedures change, or where an incident identifies a need for revision.

Next scheduled review: September 2027.

43. Key Legislation and Guidance

This policy should be read alongside the most current versions of Keeping Children Safe in Education 2026; Working Together to Safeguard Children; DfE guidance on working or volunteering in regulated activity with children; Disclosure and Barring Service guidance; Safeguarding Vulnerable Groups Act 2006; Crime and Policing Act 2026; Children Act 1989; Children Act 2004; Equality Act 2010; UK GDPR and Data Protection Act 2018; and relevant local safeguarding partnership procedures.

44. Volunteer DBS Decision Guide

This table is a practical decision aid. IWYS should assess each role against the current DfE/DBS rules and retain the decision record.

Situation	Typical position	DBS level	IWYS action
One-off / occasional visitor with no regulated activity	May attend for a limited visit or event	No DBS automatically required	Sign in, identify and manage proportionately
Occasional volunteer not undertaking regulated activity	Limited/non-regular help	No Enhanced Barred List check automatically required	Risk assess and supervise as appropriate
Regular volunteer undertaking eligible activity but not regulated activity	Role depends on duties and frequency	DBS level determined by role	Complete role assessment and record decision
Volunteer undertaking regulated activity with children	Frequent teaching/training/instructing/caring/supervising or qualifying overnight activity	Enhanced DBS with Children's Barred List information	Do not commence regulated activity until required checks are satisfied
Professional visitor employed by another organisation	Professional visit where employer holds relevant checks	Usually identity check and assurance from employer; avoid duplicating checks unnecessarily	Confirm identity, purpose and safeguarding assurance
Contractor with access to children	Depends on duties and supervision	Determine appropriate DBS level from role	Risk assess, restrict access and supervise where required

45. Visitor Declaration

I confirm that I have read and understood the visitor requirements of IWYS Alternative Provision and agree to comply with its safeguarding, confidentiality, health and safety and security procedures.

Name: _____

Organisation: _____

Date: _____

Signature: _____

IWYS Staff Member: _____

46. Visitor Sign-In / Sign-Out Record

Date	Visitor Name	Organisation	Purpose	Time In	Time Out	ID Checked	Badge No.	Escort	Signature

Important 2026 safeguarding note: From 1st September 2026, the supervision exemption for regulated activity with children was removed. IWYS should formally assess regular volunteer roles before commencement and determine the appropriate DBS level.