

# IBTS – EASY READ – Visitor Policy and Procedures

## Summary and Commitment

The International British Theatre School Ltd (IBTS) is committed to creating a safe, secure, and welcoming environment for all children, staff, and visitors.

This policy ensures that all visitors are identified, monitored, and managed appropriately to safeguard the welfare of children in our care, in full compliance with UK safeguarding laws.

## 1. Definition of a Visitor

A visitor is any person on-site who is not a current employee or a child registered for that day's session. This includes:

- Parents, carers, and family members.
- Prospective clients or students.
- Guest practitioners, artists, and contractors.
- Inspectors (e.g., Ofsted), local authority officers, and emergency services.

## 2. Arrival and Entry Protocol

All visitors must enter through the designated main entrance and immediately report to the reception desk or site manager.

### Before Entry is Permitted:

- **Identity Check:** Visitors must provide official photographic identification (e.g., driving licence, passport, or company ID card).
- **Signing In:** All visitors must complete the Visitor Log, stating their full name, organization, purpose of visit, time of arrival, and vehicle registration.



- **Badges:** Visitors will be issued a visible visitor badge that must be worn around the neck or chest at all times while on-site.
- **Mobile Phones & Tech:** Visitors must agree to silence their mobile devices and abide by the *IBTS Mobile Phones and Wearable Technology Policy* (no usage around children, no photography).

### 3. Safeguarding Rules and Supervision

 **Critical Rule:** Unvetted visitors must **never** be left unsupervised with children at any time.

- **Escort Policy:** Visitors without an enhanced DBS check must be accompanied by an authorized IBTS staff member throughout the duration of their visit.
- **Toilets and Facilities:** Visitors must use designated staff or visitor toilets only. They are strictly prohibited from using children's toilet or changing facilities.
- **Conduct:** Visitors must communicate respectfully with staff and children. Aggressive, abusive, or inappropriate behaviour will result in immediate removal from the site.

### 4. Guest Speakers, Practitioners, and Contractors

- **Vetting:** Any external practitioner or contractor undertaking regulated activity (working regularly or closely with children) must provide proof of an **Enhanced DBS check with barred list check** prior to arrival.
- **Vetting Log:** IBTS staff will record these checks on the Single Central Record (SCR) where applicable.
- **Safety Briefing:** Contractors must be briefed on site-specific health and safety hazards, fire exits, and evacuation procedures before starting any work.

### 5. Departure Protocol

Upon completing their visit, all visitors must:

1. Report directly back to the reception desk or site manager.
2. Sign out in the Visitor Log, noting the exact time of departure.
3. Hand back their visitor badge to an IBTS staff member.
4. Leave the premises promptly.

### 6. Statutory Compliance and Safeguarding

- **Standards:** This policy complies with **Keeping Children Safe in Education (KCSIE)** guidelines, **EYFS (Early Years Foundation Stage)** statutory frameworks, and **Ofsted** inspection standards.
- **Reporting Concerns:** If a visitor observes anything concerning regarding a child's welfare or staff behavior, they must report it immediately to the Designated Safeguarding Lead (DSL) or the Director.
- **Right to Refuse:** IBTS management reserves the right to refuse entry or ask any visitor to leave the premises immediately if they pose a risk to the safety, peace, or well-being of the children or staff.

## Policy Details

- **Last Reviewed:** May 31, 2026
- **Next Review Due:** May 31, 2027
- **Policy Owner:** Ben Whiteside, Director
- *International British Theatre School Ltd*