



Visitors' Policy

London Vocational Ballet School welcomes visitors to the school, whether they are guest artists, teachers or contractors. To comply with the school's safeguarding policy and KCSIE 2026 the school takes the following risk assessments to ensure everyone, especially its students, are safe when visitors are present.

The school has a coloured lanyard traffic light system:

Black - Faculty/Staff

Red - Guests/Visitors

Blue - Contractors

Guest teachers

One-off guest teachers delivering, for example, a one day masterclass will be risk assessed to determine the appropriate checks and necessary supervision required.

The school will also conduct an identity check, a suitability check and a teacher prohibition check via the DfE's Check a teacher's record service.

If a guest teacher will be engaging in regulated activity all safer recruitment checks will be completed in accordance with KCSiE 2026 and recorded on the SCR. If the teacher in question does not have an enhanced DBS with children's barred list information they will not be permitted to start work at the school. Supervision does not remove this requirement.

All contractors, whether known to the school or not, will be accompanied at all times.

The school attaches the highest priority to ensuring that all the operations within the school are delivered in a manner that is safe and healthy for all. Visitors will sign in at the school office and complete the sign in registration which states the school's safeguarding stipulations and procedures. Any visitor that will be in direct contact with students will be introduced to the DSL and made aware of the wider safeguarding team.

Visiting teachers will:

1. Read and adhere to the school's safeguarding policy, diversity, equality and inclusion policy and code of conduct.
2. Remember that it is not acceptable to film/photograph or record audio or video data on any device other than the school's. The express permission of a member of the SMT must be sought.
3. Take reasonable precautions to safeguard themselves
4. Respect the fact that LVBS is a school, and the safety and security of our students is paramount.
5. Report immediately to a member of staff in the event of an accident or incident.
6. Proceed calmly with the member of staff to the designated fire meeting spots if the fire alarm sounds. Visitors should follow signage and ensure they safely escort students to nearest exits.
7. Follow the instructions of the school if LVBS is placed into a 'lockdown' situation.
8. Use the appropriate toilets; adults to use staff/visitor facilities, children to use student's facilities which are marked clearly.
9. Report to the school office, or any member of staff, anything you may have seen/heard which is of concern. Do not investigate. Report.

This policy is supported by: KCSIE 2026, the schools' Health and Safety policy and First Aid policy and LVBS full risk assessment.

Approval body: LVBS Trustees and Directors

Revised date: September 26

Review Schedule: 1 year

Next review date: September 2027