



Visiting Artist/Visitor Protocols

Our Expectations

The Board of Trustees and SMT make every effort to ensure that LVBS is a nurturing and professional place of work. All staff at LVBS are expected to undertake their work in a professional setting. In order to ensure that such an environment exists, it is expected that staff and visiting artists work together to achieve a calm, safe, supportive place that is cooperative and collegiate.

LVBS is committed to safeguarding and promoting the wellbeing of all children and expects our staff and visiting artists to share this commitment. Every child should feel safe and protected from any form of abuse which means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

The safeguarding of LVBS students is of paramount importance and, as such, it is the responsibility of everyone who comes into our school or interacts with our students in an external setting. This policy is compliant with KCSIE 2026.

The characteristics of such an environment where professionalism and safeguarding are high priorities require that all staff adopt the following professional behaviours:

- Uphold the reputation of the profession – you must not behave in such a way that is likely to diminish the trust and confidence that the public places in you as a person and as a professional
- Uphold the school's values:
 - o Courage
 - o Respect
 - o Nurture
 - o Resilience
- Never bring the school into disrepute: always support the school, students and colleagues when meeting parents, visitors and other people from outside the school and always act honestly and with professional integrity
- It is essential that staff maintain confidentiality regarding sensitive information regarding students, colleagues or the school itself

- Use reasonable professional judgement when discharging your responsibilities and obligations to students, the wider school community, and external agencies
- Take care to ensure the safety and welfare of students and comply with the school's policies and guidance
- Respect the rights of learners and colleagues in accordance with the school's policies and procedures, particular reference to be made to our [Safeguarding policies](#)
- Staff should be mindful of learning and accessibility needs and take steps to ensure that all students can participate fully
- Visiting artists have a responsibility to report any concerns related to misconduct, abuse or violation of policies, even if the concern doesn't directly involve them directly to the DSL or a member of the safeguarding team
- Any concern, however small, must be shared with the safeguarding team to maintain an open and transparent culture, minimise the risk of abuse, and allow for an early response to issues that could later become allegations. Low-level concerns can be shared directly with the safeguarding team (please see the school's safeguarding policy for named persons or posters around the building). Visiting artists or visitors may also contact any member of the SMT.
- Visiting artists should report as early as possible any concerns of bullying or harassment in line with the school's Bullying or Behaviour Policies. Reporting could be through the DSL, SMT, Safeguarding Team or MyConcern
- Care must be taken to avoid favouritism, perceived or actual, with each student receiving equal and fair treatment from all staff (this should include groupings, room shares, artistic casting decisions etc).
- Ensure that all students are equally involved in the creative process. If students are to be featured more prominently than others in the choreographic structure of a dance piece, ensure that the selection process is one of transparency and fairness
- Make no critical or pointed comments about the shape, size or appearance of a student's physical body type, appearance or attributes (or anything that could be perceived as body shaming)
- Visiting artists should not refer to or comment on student food choices or diet in a derogatory way. Any concerns should be raised with the Head of Pastoral and Safeguarding
- Act in such a way that recognises diversity as an asset and do not discriminate against race, gender or ethnicity
- Assume the best of intentions on behalf of other colleagues and students
- Always use professional language in both verbal and written communication whether for an internal or external audience
- Be punctual and always fulfil the duties and tasks that you are scheduled and committed to

The school works hard to create a healthy and supportive environment for visiting teachers, staff and students. It is also incumbent on each employee to maintain good physical and mental health which contributes to a supportive work environment. We ask that visiting artists:

- Refrain from being bad-tempered, emotional, or losing self-control, placing stress on others around you
- Avoid the use of all alcohol, smoking / vaping or illicit drugs whilst on the school site. You will be removed from the site immediately if you are suspected of being under the influence of drugs or alcohol
- Never film or take photos of students on your personal devices, if you need to film for rehearsal/learning purposes this should be done on school equipment and only with the express permission of a member of the SMT. No photographs or videos filmed on the school site can be posted to any social or public media platform without approval by the school's SMT.
- Engage in ongoing learning and development to stay up to date with best practices and advancements in their field
- Inform the school immediately if you become subject to a police or safeguarding investigation, or you are charged with, convicted of, or cautioned for a criminal offence
- When visiting LVBS you will be provided with access to the Guest Wifi. This will be subject to monitoring and filtering and please be mindful that certain key words and websites will trigger an alert. Examples include dating websites, or websites with any adult content.

When visiting LVBS and as part of the signing in process, visitors will be asked to read the above Code of Conduct and the safeguarding document prior to their visit. Any questions will be answered on the first day of the visit and additional safeguarding training is available. You will meet with a member of the SMT on your arrival and liaise with the safeguarding team. The school will follow its safer recruitment policy and procedures and, complete any risk assessments before any engagement.

Approval board: Trustees and Directors

Revised date: September 2026

Review Schedule: 1 year

Next review date: September 2027