



LONDON VOCATIONAL
BALLET SCHOOL

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 2023 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

All guest teachers who are invited to teach a 'one off' masterclass will be asked for their DBS number prior to attending the school. This will allow the school to check they are not prohibited from teaching.

If a guest teacher does not have a DBS but is known by a member of staff then they will be accompanied at all times and risk assessment will be conducted to manage risks.

If the guest teacher is invited to teach for an extended amount of time, or they will be teaching without a member of the LVBS team present, then a full SCR compliance audit will be conducted against them before attending LVBS.

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, and as such visitors on entry will sign in at the school office and complete the sign in registration which states the safeguarding stipulations in the school (in correspondence to KCSIE 2023) and it's own safeguarding procedures.

1. Reading and adhering to the school's safeguarding policy and code of conduct.
2. Remembering that it is not acceptable to film/photograph or record audio or video data without the express permission of a member of staff.
3. Taking reasonable precautions to safeguard your own
4. Respecting the fact that LVBS is a school, and the safety and security of our students is paramount.
5. Reporting immediately to a member of staff in the event of an accident or incident.

6. Proceeding 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. Following the instructions of the school if the school is placed into a 'lockdown' situation.

8. Using the appropriate toilets; adults to use staff/visitor facilities, children to use student's facilities which are marked clearly.

9. Reporting to the school office or any member of staff anything you may have seen/heard which is of concern.

This policy is supported by: KCSIE 2023, the schools' Health and Safety policy and First Aid policy and LVBS full risk assessment.

Policy written by Kerry Williams – Head of Pastoral Care and Safeguarding

Approval body: LVBS Trustees

Revised date: April 2024

Review Schedule: 1 year

Next review date: September 2024