



Policy Document

Policy Area: Outside users, visitors and volunteers

Date: September 2025

Last reviewed: September 2024

Reviewed by: Sally Bashir

Next review due: September 2026

At Cardiff Montessori School we will often have non staff members visiting, volunteering or providing services such as activity sessions. Welcoming these individuals into CMS enhances the experience of learners and enables us to deliver a superior service. It is essential that in welcoming these individuals into our setting our security, safeguarding and health & safety procedures are never compromised.

All outside visitors should always be supervised by a member of CMS staff. They must never be alone with students and must never assist with personal care or enter student toilet facilities.

Short term visitors (visiting for 5 days or less) are required to complete (copies of these forms are attached to the end of this policy):

- A registration form
- A staff suitability declaration
- A compliance declaration
- A GDPR agreement

And to provide:

- A copy of their CV
- One piece of photographic ID

Regular or longer term visitors (visiting for more than 5 days) and volunteers must also provide:

- Proof of address
- A second piece of photographic ID
- A copy of an enhanced DBS certificate
- Two references
- A copy of qualification or any other relevant certificates

All short and longer term visitors and volunteers are provided with:

- A visitors badge
- A visitors induction leaflet (comprises copies of induction ppts)
- A tour of the building and fire exits
- Safeguarding policy
- Health and safety policy
- Fire safety and critical incidents policy



In addition to the above policies all visitors agree:

- They must sign in and out of the school
- They must wear a visitors badge and read the information on it
- No photographs are permitted to be taken in the school without prior permission of the Headteacher or deputy head. Taking photographs without permission is considered a serious offence and if children are involved the matter may be reported to authorities.
- They agree to maintain confidentiality and will not discuss any business related to the school with outside persons or companies
- They will not attempt to access any confidential files in the school

Visitors running independent session

Visitors who seek to hire rooms to independently run sessions must confirm/provide:

- They have the appropriate training and certification to carry out activities they plan to run
- They have their own liability insurance and accept full responsibility for any injury or damage carried out by their activities (provide copies)
- They will ensure the building and classrooms are kept in the same way in which they are found. This includes ensuring toilets are cleaned, any breakages are paid for or to be replaced / repaired etc.
- They will not use the phone system of the school or internet without permission
- They will be conscious of others still in the school or neighbours

Where CMS agrees to hire room use to independent contractors (for example, after school activities or holiday clubs). The independent contractor accepts:

Students are discharged into their care at the start of the session, as agreed by parents /carers. From this point on, the independent contractor assumes full responsibility for the child. This includes:

1. Having appropriate arrangements in place for contacting the parents if a parent is late collecting their child or does not collect their child. Ensuring children are only discharged to approved adults as agreed between the independent contractor and parent / carer.
2. Carrying out any required risk assessments for sessions.
3. Obtaining any records required about the child- for example emergency contact details, medical information, allergies etc.
4. In the event of any injury or emergency the independent contractor must have their own procedures in place to deal with this.



5. It is the responsibility of the independent contractor to collect payments from parents (unless otherwise agreed by the school) and the school is not responsible for any non-payment.
6. It is the responsibility of the independent contractor to address any concerns or complaints directly with the parent / carer of the child.
7. The independent contractor must have their own safeguarding arrangements in place to ensure all those working with children have had suitable DBS checks and have been recruited following safer recruitment procedures.

We strongly advise all contractors to undertake safeguarding, fire, first aid and food hygiene (if applicable) training.

Although the school is not responsible for students in independently run sessions, if you have a safeguarding concern regarding a child who attends the school we strongly encourage you to get in touch with our designated safeguarding lead, Anthony Thomas, or the deputy safeguarding lead, Esma Izzidien.

The school will also request evidence that the person seeking to hire the space has an enhanced DBS check.

If you are an independent contractor hiring a space to run a session eg after school club at CMS you will be asked to sign this policy below

I hereby confirm I have read and understood this policy and agree to comply with it	
Name	
Signature	
Date	