



# Visitors & Visiting Practitioner Policy

STAGES THEATRE ARTS recognises that visitors and visiting practitioners (including workshop leaders, tutors, accompanists, directors, choreographers, photographers/videographers, training providers, contractors and venue staff) can add value to our provision. We are committed to ensuring that all visitors are managed safely and appropriately, and that children and young people remain safeguarded at all times.

This policy sets out the procedures for managing visitors and visiting practitioners attending STAGES THEATRE ARTS sessions, rehearsals, performances, trips, workshops, meetings and training events.

Each member of staff including volunteers and visiting artists/practitioners follows this policy and is responsible for:

- Maintaining a safe environment and challenging unsafe practice.
- Ensuring visitors are supervised appropriately and do not have unsupervised access to children unless agreed and authorised.
- Following sign-in/out procedures and wearing/issuing visitor identification where used.
- Reporting any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) / manager.
- Ensuring workshop/training areas are safe and that risk assessments are followed.

Any member of staff who disregards safety instructions or recognised safe practices will be subject to disciplinary procedures.

## **Responsibilities Of The Registered Person/DSL/Manager**

The Registered Person / DSL / Manager is responsible for ensuring that:

- This policy is implemented, reviewed regularly and communicated to staff and visiting practitioners.
- Safer recruitment/engagement checks are carried out where required (including identity checks and DBS where applicable).
- Visiting practitioners understand STAGES THEATRE ARTS safeguarding expectations and professional boundaries.
- Any concerns or allegations relating to visitors are managed promptly in line with safeguarding procedures.
- A clear process is in place for booking, authorising and supervising visitors.
- Visitor sign-in/out procedures are followed at each session.
- Risk assessments are completed/updated for workshops, training and special events.
- Parents/carers are informed where necessary (for example external providers, photography/filming, special workshops).
- Emergency arrangements are in place and communicated (fire exits, first aid provision, incident reporting).

## Definitions

For the purposes of this policy:

- A **visitor** is anyone attending STAGES THEATRE ARTS who is not a child participant or a member of staff (e.g., parent, contractor, delivery person, venue staff, inspector).
- A **visiting practitioner** is an external person delivering or supporting learning/training (e.g., workshop leader, choreographer, director, accompanist, specialist tutor, CPD trainer).
- **Supervised access** means the visitor is always within sight and/or hearing of STAGES THEATRE ARTS staff and never left alone with children.

## General Principles

STAGES THEATRE ARTS will ensure:

- Children are never placed at increased risk due to visitor presence.
- Visitors are only in areas appropriate to their purpose.
- Visiting practitioners operate to clear expectations and professional boundaries.
- Confidential information about children is not shared inappropriately.
- Photography/filming is strictly controlled and only undertaken with permission and in line with STAGES THEATRE ARTS procedures.

## Identification, Signing In And Supervision

All visitors and visiting practitioners must:

- Report to the session lead/manager on arrival.
- Sign in and sign out (and wear a visitor lanyard).
- Provide identification if requested.
- Be informed of key health and safety arrangements (fire exits, assembly point, first aid arrangements, toilets, restricted areas).

Visitors must not:

- Enter rehearsal/class spaces without acknowledgement by STAGES THEATRE ARTS staff.
- Wander unaccompanied around the premises/venue.
- Use children's toilets/changing areas unless there is a clear operational reason and it is managed safely.

STAGES THEATRE ARTS staff will ensure that:

- Visitors are supervised appropriately.
- Visitors do not have unsupervised contact with children unless specifically authorised and appropriate checks have been completed.

## **Visiting Practitioners: Safeguarding Expectations And Conduct**

Before delivering a workshop/training, visiting practitioners will be briefed on STAGES THEATRE ARTS expectations, including:

- Professional boundaries and appropriate language/behaviour.
- Appropriate touch (in line with STA Gentle Touch guidance).
- One-to-one working arrangements (open/observable environments; avoid being alone with a child).
- Use of phones/cameras and any photography/filming restrictions.
- How to report safeguarding concerns or disclosures immediately to the DSL/manager.

Visiting practitioners must not:

- Exchange personal contact details or connect with children on social media.
- Arrange to meet children outside of STAGES THEATRE ARTS activities.
- Give gifts to individual children without manager approval.
- Take photographs/video or record audio unless explicitly authorised by STAGES THEATRE ARTS and consent arrangements are in place.
- Transport children in their own vehicles unless specifically authorised, insured and agreed with parents/carers and STAGES THEATRE ARTS management.

## **Safe Recruitment / DBS And Suitability Checks**

STAGES THEATRE ARTS will take a proportionate approach based on the nature of the visit and level of contact with children.

Where a visiting practitioner is likely to have:

- Regular contact with children, or
- Potential for unsupervised contact, or
- A role that meets the threshold for regulated activity,

STAGES THEATRE ARTS will require appropriate safer recruitment measures which may include:

- Identity checks.
- Right to work checks (where relevant).
- DBS checks (where applicable/required).
- References/credentials/portfolio checks (as appropriate).
- Confirmation of safeguarding training/experience.

Where the visit is short, supervised, and does not involve regulated activity, STA will ensure:

- Close supervision by STA staff, and
- Clear briefing on expectations and boundaries.

All decisions about suitability checks will be made by the Registered Person/manager and recorded.

## **Workshops, Training And Special Events: Planning And Risk Assessment**

For all workshops/training delivered by visiting practitioners, STA will ensure:

- A session plan and learning objectives are agreed in advance.
- Any specialist equipment, props, staging, rigging, or unusual activity is risk assessed.
- Staffing ratios and supervision arrangements are suitable for the activity.
- Any additional needs (SEND, medical, access) are considered and reasonable adjustments planned.
- A clear structure is in place for transitions (arrival, breaks, changing, dismissal).

If a visiting practitioner brings equipment, they must ensure it is safe, appropriate and fit for purpose. Any concerns must be raised with STA staff immediately and the equipment removed from use if required

## **Photography, Filming And Media**

Photography/filming by visitors or visiting practitioners is only permitted where:

- STAGES THEATRE ARTS has explicitly authorised it in advance, and
- Parent/carer consent is in place where required, and
- It is in line with STAGES THEATRE ARTS Use of Technology / Photography guidance, and
- It is supervised and used appropriately.

Visitors must not post images or information about children or STAGES THEATRE ARTS sessions on social media without written permission from STAGES THEATRE ARTS management.

## **Confidentiality And Data Protection**

Visitors and visiting practitioners must:

- Respect confidentiality at all times.
- Not access or request personal information about children.
- Not discuss individual children, families, staff or incidents outside of STAGES THEATRE ARTS.

If a visiting practitioner requires information to support inclusion/safety (e.g., medical/SEND considerations), only the minimum necessary information will be shared by STAGES THEATRE ARTS on a need-to-know basis.

## **Managing Concerns, Incidents Or Allegations**

If a visitor or visiting practitioner:

- Behaves inappropriately,
- Breaches STAGES THEATRE ARTS policies,
- Causes a health and safety risk, or

- Raises safeguarding concerns,

STAGES THEATRE ARTS will:

- Intervene immediately to protect children and maintain safety.
- Inform the manager/DSL without delay.
- Record the concern/incident and actions taken.
- Decide whether the visitor/practitioner should remain on site.
- Contact parents/carers and/or external agencies where appropriate and in line with safeguarding procedures.

Allegations against a visiting practitioner will be managed in accordance with STAGES THEATRE ARTS safeguarding and allegations procedures.

**Contractors And Maintenance Visitors**

Where contractors are on site, STAGES THEATRE ARTS will ensure:

- Work areas are clearly separated from children.
- Tools, materials and hazards are controlled.
- Children are never left unsupervised near work areas.
- Contractor safeguarding expectations are communicated, including no interaction with children unless necessary and supervised.

**RELATED POLICIES:**

Safeguarding, Safer Recruitment, Health & Safety, Accident/Incident, Missing Child, Use Of Technology and, Risk Assessments.

This policy was adopted by:

<p>This policy was adopted by:</p> <p>STAGES THEATRE ARTS</p>	<p>Date:</p> <p>1<sup>st</sup> March 2026</p>
<p>To be reviewed:</p> <p>1<sup>st</sup> March 2027</p>	<p>Signed:</p> <p><i>BC Vincent</i></p>