Elysian Risk Assessment: Visiting Speakers, Visitors and External Professionals (Safeguarding)

Assessment Title: Safeguarding Risk Assessment for Visiting Speakers, Visitors and External Professionals
Scope: All Elysian sites
Review Frequency: Annual or following any safeguarding incident involving a visitor
Related Documents: Safeguarding & Child Protection Policy, Visitor Procedures, Whistleblowing Policy, Online Safety Policy, Educational Visits Policy.

Risk Assessment

Hazard/Risk	Persons at Risk	Existing Controls	Residual Risk
Unsuitable visitor gaining access to children	Learners	All visitors sign in, wear visitor identification and are challenged if not displaying identification. Visitors' purpose is confirmed prior to access. Visitors are not provided unrestricted access to learners.	Low
Individual presenting a safeguarding risk to children	Learners	Visitors are pre-approved where possible. Identity is verified on arrival. DBS status is checked where relevant. Unsupervised access to learners is not permitted unless appropriate safeguarding checks have been completed and authorised by the Head of Provision.	Low
Visitors being left alone with learners	Learners	Visitors remain supervised by Elysian staff unless there is a legitimate professional reason and appropriate safeguards are in place. Risk assessments are completed where individual circumstances require it.	Low
Inappropriate communication, language, ideology or content delivered by visiting speakers	Learners	Content and purpose of presentations are reviewed in advance where practicable. Staff remain present during sessions. Any content promoting discrimination, extremism, radicalisation, harmful stereotypes, criminality or inappropriate material is prohibited. Prevent duties are considered when approving speakers.	Low

Learners sharing safeguarding disclosures with visitors	Learners	Visitors are briefed not to promise confidentiality. Any concern or disclosure must be reported immediately to a member of staff or DSL. Staff supervision is maintained throughout visits.	Low
Visitors photographing, filming or recording learners without permission	Learners	Photography, filming and recording are prohibited unless authorised by senior leaders and appropriate consent arrangements are in place. Visitors are informed of expectations on arrival.	Low
Visitors accessing confidential information	Learners, Staff	Visitors are escorted in non-public areas. Confidential records, CPOMS, pupil files and sensitive information are not accessible to visitors. Information sharing follows UK GDPR and safeguarding procedures.	Low
Online presentations or virtual speakers exposing learners to inappropriate material	Learners	Staff supervise all virtual sessions. Appropriate filtering and monitoring systems remain active. Links, resources and presentation content are reviewed in advance where possible. Online safeguarding protocols apply.	Low
Visitors forming inappropriate relationships with learners	Learners	Professional boundaries are maintained. Contact details are not exchanged. Social media contact between visitors and learners is not permitted unless formally authorised as part of an agreed professional service.	Low
Contractors, maintenance staff or delivery personnel encountering learners	Learners	Contractors and delivery personnel are supervised where learners are present. Work is planned to minimise contact with learners where possible. Visitor identification is worn throughout the visit.	Low
Safeguarding concern about a visitor	Learners, Staff	Concerns are reported immediately to the DSL. Records are created on CPOMS. The DSL considers referral to Children's Social Care, Police, LADO or other agencies as appropriate.	Low
Allegation against a visiting professional, volunteer or speaker	Learners, Visitor	Allegations are managed in accordance with Elysian safeguarding procedures and allegations procedures. The DSL, CEO and relevant agencies are informed where required. Risk assessments may be implemented pending investigation.	Low

Visitor Safeguarding Expectations

All visiting speakers, visitors and external professionals must:

- Report to reception and sign in on arrival.
- Wear visitor identification at all times.
- Follow instructions given by Elysian staff.
- Remain with their host unless authorised otherwise.
- Never promise confidentiality to a learner.
- Report any safeguarding concern immediately to a member of staff or the DSL.
- Avoid one-to-one unsupervised situations with learners unless specifically authorised.
- Refrain from exchanging personal contact details with learners.
- Not photograph, record or publish images of learners without explicit authorisation.
- Follow Elysian's safeguarding, health and safety and site security arrangements.

Safeguarding Response

If any visitor, speaker, volunteer or external professional:

- Observes a safeguarding concern;
- Receives a disclosure from a learner; or
- Becomes aware of a child protection issue,

they must immediately notify a member of Elysian staff or the Designated Safeguarding Lead.

Concerns will be recorded on CPOMS and managed in accordance with Elysian's Safeguarding and Child Protection Policy. Safeguarding concerns will never be delayed due to uncertainty about reporting routes.

Authorisation

Assessment Owner: Head of Education and Learning

Approved By: Jo Nunn**,** Strategic Lead for Quality Assurance and Compliance & DSL

Date Approved: 1st September 2026

Review Date: 1st September 2027 or before if required