



## Visitor Policy

### The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all learners and staff both during and outside of college hours when they are on our site. The ultimate aim is to ensure that all learners and staff learn and work in an environment where they are safe and free from harm.

### The Objectives of this Policy

The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all staff, governors, visitors, homestay hosts and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing learners and young persons in the College setting.

We have a responsibility for the safety and well-being of all of our learners anywhere on the college site, during normal college hours, during after college activities and on college organised (and supervised) off-site activities. This policy applies to:

- All teaching and non-teaching staff employed by the college
- All external visitors entering the college site during the college day or after college activities (including peripatetic tutors, sports coaches etc)
- Governors
- Parents/carers/homestay hosts
- Volunteers
- Learners
- Local authority staff
- Building and maintenance contractors

### Protocol and Procedures

#### Visitors Invited to the College

Before a visitor is invited to the college, the relevant Head of Curriculum and Reception are informed, giving details of the purpose, date and time of visit.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter the college building and report to Reception; contractors only may register with the Estates Department if that has been previously agreed
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitor's Book which is kept in Reception at all times
- All visitors are required to wear a visitor's badge and lanyard as identification throughout the length of their visit

- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuation procedures and protocol
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to Reception to receive the visitor. The contact will then be responsible for them while they are on site

On departing, visitors leave via Reception and:

- Enter their departure time in the Visitor's Book alongside their arrival entry
- Return the visitor's badge and lanyard to Reception

### Contractors

Contractors used by the college have a long history of undertaking work on-site and any new contractor is scrutinised before work is issued. A schedule of work is planned so that it is carried out after lessons have finished, over weekends and during holiday periods.

On arrival contractors are to report to Reception and sign in. Estates Office will be contacted

- On arrival at the Estates Office the contractor will sign in again and receive a contractor lanyard to wear as well as the visitor lanyard
- The contractor is then guided to where they will be working
- The contractor is given contact numbers in the event of any problems

On departing,

- Contractors return to the Estates Office sign out and return the contractor lanyard
- They then return to Reception to sign out and return the visitor lanyard

On-site contractors need to be monitored throughout the time of their visit by the most relevant member of staff

### **Unknown/Uninvited Visitors to the College**

Any visitor to the college site who is not wearing a visitor's badge and lanyard is challenged politely to enquire who they are and their business on the college site. They should then be escorted to Reception to sign the Visitor's Book and issued with a visitor's badge and lanyard. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and the Student Liaison and Security Officer will be called. The Principal/Vice Principal (or Assistant Principal if neither is available) will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive the Student Liaison and Security Officer will be called and the visitor will be asked to leave the site immediately and warned that if they fail to leave the college grounds, police assistance will be called for.

### **Governors and Volunteers**

All governors and volunteers are required to have an enhanced DBS.

New governors are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Principal and the Chair of Governors.

New volunteers will be asked to comply with this policy by the staff they first report to when coming into college for an activity or class supporting role.

## **Linked Policies**

This policy should be read in conjunction with other related college policies, including:

- Child Protection
- Safeguarding
- Health & Safety
- Search and Restraint

## **Monitoring and Evaluation**

The suitability of all visitors invited into college to work with our learners is assessed at the end of their visit and a decision made as to whether they may be asked to visit the college in future.

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