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| **PROCEDURES FOR:** | **Visitors & Contractors to Site** | | |
| Establishment:  **Victoria College** | Assessment by:  **Clare Scattergood** | Signed:  C:\Users\k.hodgetts\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\signature.tif | Date: 01.03.2024 |
| 1st Review Date Due:  **October 2025** | Manager Approval:  **Pauline McKenna** | Signed: | Date: |

**The Board of Trustees assures all visitors a warm, friendly and professional welcome to Victoria College, whatever the purpose of their visit.**

The College has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to “safeguard‟ all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Board of Trustees and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Board of Trustees recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The College therefore requires that **ALL VISITORS**(without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the College site.

### **Responsibility**

The Head of College is the member of staff responsible for implementation, coordination and review of this procedure. This person will also be responsible for liaising with the site and reception staff and the Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Executive Headteacher.

### **Aim**

To safeguard all students under this College’s responsibility both during College hours curriculum and out of College hours activities which are arranged by the College.

### **Objectives**

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, trustees, visitors and parents and conforms to child protection and safeguarding guidelines.

### **Where and To Whom the Policy Applies**

The College is deemed to have control and responsibility for its students anywhere on the College site (i.e. within the College boundary), during normal College hours, during after College activities and on College organised (and supervised) off-site activities. This applies to:

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| * All staff employed by the College * All external visitors entering the College site during the College day or for after College activities (including Police, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists) * All trustees and governors of the College * All parents and volunteers * All students * Other Education related personnel (Local Authority Advisors , Inspectors ) * Building & Maintenance and all other Independent contractors visiting the College premises * Contractors who may transport students on minibuses or in taxis |

## **Protocol and Procedures**

### **Visitors to The College**

* All visitors to the College may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.
* Once on site, all visitors must report to reception first via the Front Main Entrance. No visitor is permitted to enter the College via any other entrance under any circumstances.
* At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
* All visitors will be asked to sign in using the electronic visitors record (Sign-In App) which is located on an iPad at reception at all times, making a note of their name, organisation, who they are visiting and car registration.
* All visitors will need to read the safeguarding information when signing in and to sign that they have been informed of our procedures.
* All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
* Visitors will then be 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. The visitor must not be allowed to move about the site unaccompanied unless they have been given prior approval by the Head of College (an enhanced child and adult DBS must be produced).

### **Single Central Record**

* The College will hold information about certain visitors who frequently visit the College site onto the Single Central Record.
* To qualify for this the visitor must have demonstrated prior to the visit that:
* They have a current clear enhanced DBS check and this has been registered on the College’s Central Record **AND**
* A current clear DBS childrens and adults barred check has been undertaken **AND**
* A letter has been received from the employer that pre-employment checks have been undertaken
* Visitors on the SCR **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors’ system). A copy of the SCR will be kept on site and accessible at all times.

### **Visitors Departure From College**

On departing the College, visitors MUST leave via reception and:

* A member of staff should escort the visitor to the reception area.
* Sign out of the visitors’ log, using the electronic system (*the visitor can scan the QR code, or search for their name*)
* Return the identification badge to reception and depart through the front entrance.  If the visitor has parked in the upper car park, then they should walk back following the clearly marked signs.

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

* Any visitor to the College site who is not wearing a visitor’s lanyard should be challenged politely to enquire who they are and their business on the College site.
* They should then be escorted to reception to sign into the visitor log and be issued with an identity badge.
* The procedures under “Visitors to the College” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the Leadership Team informed.
* The Senior Leadership Team member will consider the situation and decide if it is necessary to inform the police.
* If an unknown/uninvited visitor becomes abusive or aggressive, they 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.

### **Trustees, Governors and Volunteers**

* All trustees, governors and parent helpers must comply with the procedures, completing a DBS disclosure form (if not already held) via the College office.
* Thereafter, procedures as per above should apply. Please note that Trustees and Governors should sign in and out and wear their **orange** trustee or governor lanyard.
* New trustees will be made aware of this procedure and familiar with its procedures as part of their induction. This is the responsibility of the Head of College and Chair of trustees.
* New volunteers will be asked to comply with this procedure by staff they first report to when coming into College for an activity or class supporting role.

### **Important Information to Consider**

* Please do not open doors leading onto secure College premises.
* Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
* If the Fire Alarm should sound please leave the building by the nearest exit and proceed to the assembly point. **Do not re-enter the building** until you are told it is safe to do so.
* Victoria College operates a NO SMOKING POLICY which we ask you to respect.
* Staff have the right, and are encouraged, to question anyone on the College premises who they do not recognise.
* Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.
* Anyone behaving in an aggressive or disrespectful manner will be asked to leave immediately.

### **Staff Development**

As part of their induction, new staff will be made conversant with this procedure for External Visitors and asked to ensure compliance with its procedures at all times.

### **Linked Policies**

*This procedure should be read in conjunction with other related College policies, including:*

*Safeguarding Policy*

*Health and Safety Policy*

*Complaints Procedure*