



Visitor Policy

Co-ordinator – Business Manager

Updated – December 2017

Ratified by Governors - December 2017

Review Date – December 2018

College Visitors Policy and Procedures

Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to Robertsbridge Community College, whatever the purpose of their visit.

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

In performing this duty, the Governing Body 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.

Policy Responsibility

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

Aim

To safeguard all children under this College's responsibility both during College hours 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, 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 pupils anywhere on the College site (i.e. within the College boundary fence), during normal College hours, during after College activities and on College organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the College
- All external visitors entering the College site during the College day or for after College activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All governors of the College
- All parents and volunteers
- All pupils

- Other Education related personnel (County Advisors, Inspectors)
- Independent contractors who may transport students on minibuses or in taxis
- Building & Maintenance and all other independent contractors visiting the College premises
- Independent contractors who may transport students in minibuses, coaches or taxis.

Protocol and Procedures

Staff

Staff will be identified by a staff badge which they must wear, and keep on their person at all times while on the College site. Staff ID's must be returned at the end of the employment period

Staff will be identified by wearing a Green "Robertsbridge" staff lanyard. ID Badges must not be lent to anyone else, or given to students for access.

Visitors to the College

All visitors to the College may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below).

They must follow the procedure below.

- Once on site, all visitors must report to reception first. 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 the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- 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 are registered on the Approved Visitor List

Visitors not on the approved list must be accompanied at ALL TIMES. Visitors will be identified by wearing a RED lanyard. Any visitor not wearing a lanyard and visitor badge or a RED lanyard who is unescorted must be challenged and returned to reception.

Approved Visitor List

The College will hold an approved visitor list for visitors who frequently visit the College site to undertake work within the College (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the College's Central Record **AND**
- b) Identity has been verified by sight of photographic ID.
- c) A current clear DBS children's barred check has been undertaken **AND**
- d) Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors book).

A copy of the approved visitor list will be kept at reception at all times.

Visitors who are on the approved list do not need to be escorted while on site, and will be wearing a green visitor lanyard.

Visitors departure from College

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

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Unknown Visitors to the College

Any visitor to the College site who is not wearing an identity badge 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 the visitors book 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 SLT informed.

The SLT 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.

Governors and Volunteers

All governors and parent helpers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the College office.

The College must check all governors and parent helpers DBS certification is current (i.e. less than 3 years old) thereafter, procedures as per above should apply. Please note that Governors should sign in and out using the Visitors Book.

New governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

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

Staff Development

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

Linked policies

This policy and procedures should be read in conjunction with other related College policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Fire Policy

Policy Review

The policy will be reviewed in December 2018.

Signed _____ Date _____