



Budmouth College

Visitors to College Policy

Governors' Committee responsible:	Resources
Link Senior Leader responsible:	Jayne Simmonite
Adopted	April 2016
Date reviewed:	
Next review date:	April 2020

This Policy should be read in conjunction with the following Budmouth College policies and documents:

Policies	Documents
Safeguarding Policy Healthy and Safety Policy Fire Safety Policy	

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

All *policies* can be found on the College 'R' drive in the Policies folder.

Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Visitors Policy
All members of staff All Students All visitors

2. Upon whom will this impact?

3. How would the work impact upon groups; are they included and considered?

The Equality Strands	Negative impact	Positive impact	No impact
Minority ethnic groups		y	
Gender		y	
Disability		y	
Religion, Faith or belief		y	
Sexual Orientation		y	
Transgender		y	
Age <small>(N/A to pre-school and school children)</small>		y	
Rurality			y

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	n		
Gender	n		
Disability	n		
Religion, Faith or belief	n		
Sexual Orientation	n		
Transgender	n		
Age	n		
Rurality	n		

Does the initial screening highlight potential issues that may be illegal?

YES/ **NO**

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES/ **NO**

Initial screening carried out by Jayne Simmonite

Signed Date 26/04/16

Comment by Principal :

Date.....

RATIONALE

Visitors are welcome to Budmouth College. Indeed they make an important contribution to the life and work of the College in many different ways. The learning opportunities and experience they bring are encouraged and appreciated. It is the College's responsibility, however, to ensure that the security and wellbeing of its students is uncompromised at all times.

AIMS

To have in place a clear protocol and procedure for the admittance of external visitors to the College, understood by all staff, governors, visitors and parent/carers, that conforms to child protection and safeguarding guidelines as set by the DfE.

CONTEXT

Usual Visitors are:

- Parent/Carers visiting for meetings
- Governors
- Parent/Carers visiting with admission enquiries
- Adults invited into the College as part of the Recruitment Process
- Members of the local community, education professionals and professionals from a variety of outside agencies who are invited into the College to promote learning and well-being through their experience and expertise
- Education professionals attending meetings
- Officers of the LA
- Inspectors such as Ofsted, HMI, JCQ
- Parent/Carer volunteers helping in the College in a variety of ways, such as
 - occasional support e.g. accompanying groups of students on Educational Visits or Sports Events
 - regular support e.g. supporting students in the classroom each week
- Students on a variety of training courses as well as work experience
- A variety of delivery staff, maintenance engineers and contractors carry out routine work on the site

GENERAL PROCEDURES FOR VISITORS TO COLLEGE

- All Visitors must report to the College Office when arriving or leaving the College premises.
- If a member of staff sees someone at the premises asking to be admitted they may do so but must ensure they escort them to the office to be greeted by a member of the office staff.
- Notices will be displayed indicating that all visitors are required to register with the College office and obtain authorisation.
- All visitors should be welcomed in a cordial, efficient and purposeful manner.
- All visitors should be asked to state the purpose of their visit and confirm their status by providing verifiable documentation.
- All agency staff and students visiting must show their valid CRB form and photo Identification if visiting for the first time (if we do not already have this information) and details should be recorded on the College's single central record
- If there is any doubt about the authenticity of this information, the visitor will not be allowed beyond the office and a member of the Senior Leadership Team will be called.
- Following verification, office staff are required to enter details in the visitors log book. The following information will be recorded; Name, company/organisation details, who they are visiting, time of arrival and (on leaving) time of departure and badge number issued.
- All visitors (anyone who is not a paid member of staff) will be asked to wear a clip badge identifying them as a visitor and collected by/escorted to the person he/she is visiting.
- All College visitors must comply at all times with the College's policies, rules and regulations

- All visitors to the College must be made aware of emergency procedures by information given to them on arrival to the College Office.
- Any Parent/Carer who has arrived to collect their child outside normal College hours will be asked to sign the child out and give reasons why the child is leaving early. This will be recorded on the Signing Out Register which is kept in the office.
- In the event of a fire alarm being sounded, the office staff should ensure that the visitors' book is collected along with the registers and any visitor is checked to ensure he/ she has vacated the building, at the assembly area, in the playground.
- On departing the College, visitors should leave via reception and:
 - their departure time is entered 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 door (ensuring the visitor does not re-enter the College site, potentially breaching security).

UNKNOWN/UN-INVITED 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. It is the responsibility of all staff to do this.
- Students should be made aware that they should always report a visitor without identification to a member of staff but never approach them.
- They should then be escorted to Main Reception to sign the visitors' book and be issued with an identity badge.
- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Principal or a member of the Senior Leadership Team should be informed promptly.
- The Principal or a member of the Senior Leadership Team 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.

EXCEPTIONS TO VISITOR REQUIREMENTS

Parent/Carers or visitors who have been invited into the College as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organised and College approved activities out of College hours.

SPECIAL SITUATIONS

Both custodial and non- custodial Parent/Carers have a right to visit the child's College unless a court order exists restricting such contact. In the event that a non-custodial Parent/Carer seeks permission to visit, the College shall make a good faith effort to notify the custodial Parent/Carer in advance of the visit or at the time. The Principal has the authority to exclude from the College premises any person who disrupts, or who appears likely to become a disruption to, the educational program. Any such individual shall be directed to leave the College premises immediately and the police shall be called if necessary.

CRB CHECKS

- All employees of the College, Governors, Agency Staff (supply teachers and cleaners) and volunteers who help on a regular basis (1 day a week or 4 days in a month) in College must have a full CRB of ISA.
- Volunteers on educational visits, sports trips etc. should all be CRB checked. Those giving lifts to sports fixtures and other events must complete all necessary transport checks and also be have CRB clearance.

- Visitors who are in College for a 'one off' visit, e.g. to talk to a class, attend assembly, observe a lesson need to produce a letter to say they have been CRB/ISA cleared or their details need to be given to Joan Fry (Assistant Director of Human Resources and Finance Office) in advance for her to List99/ISA1 them.
- A single central record of CRB checks is kept in the Assistant Director of Human Resources and Finance office and is always up to date.

LINKED POLICIES

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

- Safeguarding Policy
- Healthy and Safety Policy
- Fire Safety Policy

DISSEMINATION

This policy is publicised to all in the College community through 'Frog', the College VLE

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.

SAFEGUARDING ACTION AND EVALUATION

- ✓ Due diligence must be carried out by the member of staff inviting visitors to the College. This should include an ID check and a basic search on "Google" to check there are no obvious concerns around the Prevent Agenda.
- ✓ The suitability of all visitors invited into College to work with the children will be assessed at the end of their visit and a decision made as to whether they may be asked to visit the College in future.