



VISITORS POLICY

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Table of Changes

Change Made:	By:	Date:	Version
Business name, logo and contact details	R Broadhurst	23/06/20	1.1

1. Visitors

Visitors Invited to The Training Initiative (including prospective parents, agents and educational tour operators) It is imperative that staff members organising a visit, and subsequently inviting an external party into the building, do not assume that someone has DBS clearance.

a) All visitors will be asked to sign in and will be expected to wear a visitor's pass. If there is any doubt regarding the visitor's identity or the purpose of the visit, then ID should be checked. Visitors will then be escorted to their point of contact OR their point of contact will be asked to receive the visitor. The contact will then be responsible for them while they are on site.

b) On departing the centre, visitors should sign out and return their pass. A member of staff should escort the visitor and wait until they have left the building.

c) All visitors to the centre are welcomed and carefully monitored to ensure staff safety. No other visitor is permitted to enter additional areas unless there is an emergency or unless escorted by a member of the staff.

2. Volunteers

Volunteers are people who enter the college to support the work of the Centre. They should not be left alone with students and must be escorted to sign in and out and issued with a visitor's pass. A DBS check will be required for any post involving regular contact with students e.g. more than 3 days in a 30 day period and it should be recorded on the Single Central Register. Volunteers must be clear of their level of interaction with students and confidentiality must always be respected.

3. Contractors

Contractors who are in centre on a regular basis (more than 3 days over a 30 day period) should have a relevant DBS certificate and this should be recorded on the Single Central Register. Contractors should sign in and out and be issued with a visitor's pass. Contractors who are not DBS checked must be escorted at all times by a member of staff.

5. Social Services and Police Officers

Social Services and Police Officers These personnel will have been checked by the relevant authority but if not in uniform, they should be asked for proof of identification. All officers should sign in and out of the building and be issued with a visitor's pass. On rare occasions, police officers request interviews with students to assist them with police enquiries. They will be granted access once parental permission has been given. The only exception to this will be in rare child protection cases when police and social services personnel may be granted access by the Director/Head of Centre or other authorised person without parental consent being sought.

6. Staff Development

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

7. Other Related Policies

Other Related Policies This policy and procedures should be read in conjunction with other related college policies, including:

- Safeguarding and Child Protection Policy
- Prevent policy
- Health and Safety Policy (Fire Safety , First aid Policy inclusive within H&S policy)