



# The Axe Valley Community College

## Visitors Policy

**This policy was adopted by the Governing Body of  
The Axe Valley Community College  
The policy will be reviewed annually.**

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## Visitors Policy

2014-2015

### Policy Statement

The Governing Body assures all visitors a warm, friendly and professional welcome to The Axe Valley Community College.

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 harm, abuse or nuisance. It is the responsibility of the Governing Body and 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 procedures. Failure to do so may result in the visitor being escorted from the College site.

### Where and to Whom the Policy applies

The College is deemed to have control and responsibility for its pupils anywhere on the school site (i.e. within the boundary fence) during normal school hours, during after school activities and on school-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 school day or for after school activities (including peripatetic tutors, sports coaches and topic related visitors e.g. authors, journalists).
- All pupils
- Other Education related personnel (County Advisors, Inspectors)
- Building and Maintenance and all other independent contractors visiting the College premises
- Independent 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 (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 the 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 a note of their name, organisation, time of arrival, who they are visiting and car registration.
- All visitors will be required to wear an identification badge – the badge must be 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 their 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 Contractor List.

### **Approved Contractor List**

The College will hold an Approved Contractor List for contractors who frequently visit the College and have an opportunity for contact with children on the site.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken must be **supervised at all times**. This includes contractors dealing with emergency repairs.

Contractors can carry out DBS checks with their own provider. The College will seek written confirmation and assurances from the contractor that they have a safe recruitment policy and that all appropriate checks, including DBS checks have been carried out:

- They must have a current clear enhanced DBS check and a copy of this has been registered on the College's Single Central Record
- A current clear DBS children's barred check has been undertaken

Additionally the contractor should provide the College with a list of contractor staff attending the site prior to arrival. The College will also check the identity of contractors and their staff on arrival at the College.

If a contractor is self-employed, the College will consider obtaining a DBS check as self-employed people are not able to make an application directly to the DBS on their own account.

A copy of the Approved Contractor List will be kept behind Reception at all times.

### **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 supply staff).

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

- They have a current clear enhanced DBS check and a copy of this has been registered on the College's Single Central Record
- A current clear DBS children's barred check has been undertaken

Visitors on the Approved Visitor 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 behind Reception at all times.

### **Ad-Hoc Visitors**

The College will not request DBS checks and barred list checks or ask to see DBS certificates for ad-hoc visitors who are adequately supervised (e.g. student's relatives, visitors attending a special event). Under no circumstances should a visitor, in respect of no checks being obtained, be left unsupervised with children or be allowed to work in Regulated Activity (this includes teaching, training, instructing or providing advice or guidance on well-being, or driving a vehicle only for children).

### **Visitors Departure from College**

On departure, visitors must leave via Reception and:

- A member of staff should escort the Visitor to Reception
- Return the identification badge to Reception
- Enter their departure time in the Visitors Record Book.

### **Unknown/Uninvited 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" 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 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, police assistance will be called for.

### **Governors and Volunteers**

All Governors and Volunteers must comply with the Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the School Office.

The College must check all Governors and Volunteers have current DBS certification (i.e. less than 3 years old).

New Governors will be made aware of this policy as part of their induction. This is the responsibility of the 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 should be read in conjunction with other related College policies including:

- Safeguarding Policy
- Health & Safety Policy
- Fire Awareness Policy

**Policy Review**

This policy will be reviewed annually.

**Signed**..... **Date:** .....