



Greenhead College Corporation

**VISITOR
PROCEDURE**

Reviewed May 2018

VISITOR PROCEDURE

Greenhead College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors and visitors to share this commitment.

Staff should inform Reception of any visitors due into college in advance of the date.

All visitors will sign the visitors' book on entering Greenhead College and wear a visitors' badge/lanyard at all times. They will be provided with an information sheet detailing our expectations for their code of conduct whilst in College and health and safety procedures. At the end of their visit, they must sign out and leave their badge/lanyard at Reception.

Visitors to College who are likely to be in regular contact with students and unaccompanied at any time whilst on College premises must be DBS checked.

Visitors for whom a DBS check is *not* required will be met at Reception by a member of staff and accompanied throughout the duration of their visit; they will be accompanied back to Reception when leaving. Staff will be asked to complete an Accompanied on Site form which they will hand back in to Reception when the visitor signs out.

Staff should report any potentially unauthorised visitors to the Principal or a senior member of staff as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure that a senior member of staff is contacted to investigate.

Staff have the right to challenge anybody that they do not know; they have a responsibility to take action – but if they feel threatened, help should be sought from other colleagues or senior staff.

Visitors requiring a DBS Disclosure

Whilst not an exhaustive list, this will include invigilators, enrichment providers, supply staff, PGCE students and volunteers.

Staff organising a visit must never assume that someone has a DBS disclosure.

Those requiring a disclosure will be checked prior to starting at the College; a safeguarding risk assessment will be carried out pending the return of a DBS disclosure. Disclosure details will be held by the Human Resources Manager as part of the Single Central Record.

Visitors in College for whom DBS Disclosure is Not Required

It is not necessary to obtain a DBS disclosure for visitors who will only have contact with young people on an irregular basis, or for short periods of time. However these people must be escorted at all times during their visit, including former students.

Visitors should provide a form of photo ID when they arrive at reception; visitors into College should be informed of this beforehand by the member of staff inviting them in.

Clarification of Identification Checks

Visitors for whom a DBS disclosure is required:

Invigilators

Enrichment Providers

Duke of Edinburgh leaders

Supply Staff

The Human Resources Manager will confirm with the agency that the appropriate checks have been carried out and are satisfactory. Identity must then be sought from the individual to check that they are the person referred by the agency, evidence of this will be kept in the Human Resources Manager's office. In instances where the supply cover is sourced independently, the Human Resources Manager meets with the individual to complete this process ahead of the start date.

Volunteers

Who are in college on a regular basis, or who are to be left unsupervised with young people will be processed.

PGCE students

Their provider should have ensured they have an Enhanced DBS disclosure which will need to be shared with the Human Resources Manager. A check of their identity when they arrive will remain essential, as does the wearing of identity badges at all times.

Visitors to College with a DBS disclosure will be logged on a secure database accessible to Front Office staff only.

“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.

Author:	Principal
Date drafted:	May 2011
Date accepted by the Corporation:	N/A
Date of next review:	June 2021