



**Greenhead College
Corporation**

**VISITOR
PROCEDURE**

Updated December 2021

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 announce themselves at the reception hatch, provide photo I.D. and sign in using the electronic wall mounted screen. Visitors who cannot evidence that they have an enhanced DBS check must wear a blue lanyard and be accompanied by a staff member for the duration of their visit. Visitors who have an enhanced DBS check, will be given a black lanyard.

Visitors will be provided with an information sheet detailing the College's expectations for their code of conduct whilst on site, and health and safety procedures. They are expected to adhere to College expectations at *all* times (including any expectations related to COVID-19 safety procedures, such as the wearing of face coverings). At the end of their visit, visitors must sign out using the digital screen 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 have an enhanced DBS check. Please refer to the College's External Contractor Safeguarding Policy for further details.

Staff should report any potentially unauthorised visitors to the Safety and Security Team, 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 enrichment providers, contractors, supply staff, PGCE students and volunteers.

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

Those requiring a disclosure will be checked prior to starting at the College. Disclosure details will be held by the Director of Human Resources on 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:

Regular contractors Please refer to the College's External Contractor Safeguarding Policy for further details

Enrichment Providers Please refer to the College's External Contractor Safeguarding Policy for further details

Supply Staff The Human Resources Department 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. In instances where the supply cover is sourced independently, a member of Human Resources will meet with the individual prior to the start date to complete all the necessary documentation.

Volunteers Who are in College on a regular basis and who are to be left unsupervised with young people will be required to complete the same documentation as all new College employees.

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

This policy should be read in conjunction with the following:

- External Contractor Safeguarding Policy
- College Safeguarding Policy
- Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges

“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”.

<i>Author:</i>	<i>Principal</i>
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