



**Greenhead College  
Corporation**

## **VISITOR POLICY AND PROCEDURE**

*Reviewed October 2023*

## **VISITOR POLICY AND PROCEDURE**

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
- Student Code of Conduct.

### **Introduction**

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 the Front Office 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 must show their original paper DBS Certificate. The DBS number alone, or a copy of the certificate, will not be sufficient.

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 Student Area Supervisor Team. However, if they feel threatened, they should not put themselves at risk by challenging intruders but should ensure that the Principal or another senior member of staff is contacted to investigate.

## **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 for those visitors who regularly attend the College.

## **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 the individual prior to the start date to complete all the necessary documentation.
Volunteers	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.

## **Other visitors to College**

### **i) Students who attend other education providers**

Only students who study at Greenhead College should come onto the College site. Students who attend neighbouring schools, sixth forms or colleges are not permitted to visit the campus at any time, unless it has been approved a senior member of staff. Should any student invite a non-Greenhead student onto the campus, this would be a contravention of the College's Student Code of Conduct and addressed as a potential disciplinary matter.

### **ii) Staff members with children**

Whilst it is recognised that on rare occasions a staff member may need to bring their child onto the College site, this should not be on a regular basis. Any ad hoc requests for a staff member to bring their child on site should be made to the Principal and Director of Human Resources.

### **iii) Staff members with pets**

The College is a busy working environment. Therefore, allowing family pets onto the site and into College buildings would, potentially, be inappropriate, for example due to the presence of a large number of students and staff, vehicles, machinery and other health and safety risks. A number of students and staff may have phobias or allergies to animals and the introduction of pets to the workplace could have a negative impact on their wellbeing. Therefore, any variations to this approach should be brought to the attention of the Principal and Director of Human Resources, so that this can be discussed and, if necessary, a risk assessment carried out.

The College also recognises that bringing pets into the workplace can have a positive effect. To reflect this, the College will schedule specific days where, for example, approved dogs (e.g. therapy dogs) are permitted on site to assist with supporting the mental health and well-being of students and staff. These activities are scheduled well in advance and are tightly regulated.

In addition, the College would make reasonable adjustments to enable a student or staff member with an assistance dog the opportunity to enter the working environment so that they may complete their studies/fulfil their work duties effectively.

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

<i>Author:</i>	<i>Principal and Director of HR</i>
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