

Visitors Policy and Procedures

Person Responsible:	Business Manager
Date of Policy:	September 2025
Next review date:	September 2028

Rationale

Great Oaks College has a duty of care for the health, safety, security and wellbeing of all students and staff. It is our legal duty to safeguard all students from any harm or abuse.

We therefore ask that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitors being asked to leave.

Aims

To safeguard all students during college hours and during activities arranged by Great Oaks College.

Objectives

To establish a clear protocol and procedure for visitors to Great Oaks College.

For this protocol to be shared and understood by all staff, board trustees and members, visitors and parents/carers.

Procedures

Where and to whom the policy applies

Great Oaks College is responsible for the welfare of all students at all times, during college hours, while students are on site and whilst on college organised off-site activities. The policy applies to:

- Staff employed by Great Oaks College
- Visitors entering the site including peripatetic tutors, sports coaches, therapists, medical staff, psychologists, students etc.
- Trustees and Board Members
- Parents/Carers/Family members
- Volunteers
- Students
- Building & Maintenance and all other independent contractors visiting the premises

Visitors to the College

All visitors to the college may be asked to bring formal identification and an up to date DBS certificate 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 the main college reception first. No visitors are permitted to enter the college via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them.
- All visitors will be asked to sign in using the Invenry system. The system generates a visitor's badge which visitors are required to wear throughout their visit.
- Visitors will be collected from the main reception by their point of contact from College. They should be ready to produce formal identification upon request.
 - 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 Visitor List.

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 contractors, supply staff and therapists).

To qualify to be included on this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been viewed by college and registered on the College's Central Record AND
- b) For agency staff, confirmation that an adults barred list check has been carried out. This is required for agency staff to work in College and to provide regulated care to students.

Approved visitors must produce photo identification demonstrating that they are the person named on the DBS.

Visitors on the "Approved List" MUST follow the same procedures on entry to the premises (i.e. come to reception and sign in using the Invenry system). Staff can electronically access the approved list.

Visiting professionals may be granted a pass to move around the building; however, they will be accompanied by a member of College staff at all times when they are working with students.

Safeguarding

Safeguarding posters are displayed throughout the College and all visitors are expected to follow the Safeguarding procedures.

Car Parking facilities

Where a visitor has used the car park they MUST register their car registration number with the main reception. Visitors are unable to use the car park unless they have registered the vehicle registration number. Agency staff are not allowed to use the car park and will need to make alternative arrangements to park or travel to the College.

Visitors Departure from College

On departing the college, visitors MUST leave via the main college reception and sign out using the visitor badge on the Inventory system.

A member of staff should escort their visitor to the reception.

Unknown/Uninvited Visitors to the College

Visitors to Great Oaks College not wearing an identity badge should be challenged politely to ask who they are, and their business on the college site.

They should be taken to main reception to sign in and be issued with an identity badge. The instructions for "Visitors to the College" will then be adhered to. The College Principal should be informed and an investigation instigated into how the person managed to enter the building without signing in.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the senior leadership team informed; they 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 police assistance will be called for. It may be necessary to initiate internal lockdown procedures.

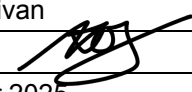
Trustees and Board Members

All Trustees, Board Members and Volunteers must comply with Disclosure and Barring Service procedures, completing a DBS disclosure form (if not already held) via HR.

All staff will be made aware of this policy and be familiar with its procedures as part of their pre-employment induction.

This policy and procedures should be read in conjunction with other related College policies, including:

- Safeguarding Policy
- Health and Safety Policy
- Emergency plan

<u>Approved by Board of Trustees</u>	
<u>Print Name</u>	Killian O'Sullivan
<u>Sign</u>	
<u>Date Agreed</u>	14th October 2025