

VISITORS' PROCEDURE 2024-25

Considered by	Agreed by the Community Committee on 1 st October 2024
Approved by the FGB:	To be reviewed by FGB on 6 th December 2024
Date of next review:	September 2025 or as appropriate
Responsible Officer:	S Sycamore

Comberton Village College fully recognises the responsibility it has under section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children. Safeguarding and promoting the welfare of children is everyone's responsibility. 'Children' includes everyone under the age of 18.

INTRODUCTION

Comberton Village College is committed to creating and maintaining the safest possible environment for children and young people, their welfare is paramount, and all reasonable steps must be taken to prevent them from harm.

This Visitors' Procedure applies to all visitors to Comberton Village College, including overseas visitors, contractors, guests, speakers, community education, former pupils/students and friends/relatives of staff and ex-employees.

PROCEDURE

All visitors to Comberton Village College must report to and sign in at Reception where they will be issued with a visitor badge.

A yellow "authorised visitor" lanyard and card will be issued to visitors who have been DBS checked (this DBS check must be current). As part of the process, the individual entering the school site will be required to provide photo ID at the point of signing in at reception - where appropriate. Failure to confirm identification, may result in college staff being requested to identify individuals to confirm identification. Where this is not possible, the individual will not be permitted to enter the school. Once the identity of the individual is confirmed, the visitor may then proceed into school unsupervised. The visitor will have rights to access all electric door/gate locks using their id card.

A red "unauthorised visitor" lanyard with card will be given to all other visitors. Visitors issued with a red lanyard will be met in Reception by the relevant member of staff and, whilst on site, supervised at all times and their lanyard/id card does NOT operate any of the electric door/gate lock systems.

Any adult on site who is not wearing a badge will be questioned by the employee/pupil/student who first sees the visitor, unless the employee feels this would endanger themselves, and the adult's purpose in being on site must be established. The visitor must then be taken to Reception to sign in and must wear a visitor's badge whilst on site (see procedures below).

For practical reasons there are four exceptions to these rules:

- At times when it is usual for parents/carers to be dropping off or collecting students, the parent/carer will not have to sign in, provided that they remain within the Reception area/outside the Pupil Entrance at all times
- People delivering goods, provided they remain within the Reception areas or relevant loading areas, otherwise an appropriate area badge should be issued.
- During external hire bookings (after school hours) when only adults are present, the event's delegates do not need to sign in to school reception or wear Comberton Village College badges.
- During evenings such as Parents' evening/Open evening/Options Evening/PLGs, visitors do not need to sign in to school reception or wear Comberton Village College badges. Records of visitors may be collected but intended to monitor engagement rather than safeguarding.

PROCEDURES

All visitors arriving to site by car/motorbike, are requested to use the dedicated visitor parking area outside the front of the 6th Form building. This area includes blue line markings on the floor and relevant signage to direct visitors on arrival. Where visitors wish to access the bike storage facilities, these are located at the front of the main school building – immediately next to reception.

At times when the college is open (normally 08.00 a.m. until 4.30 pm.) all visitors must report to Reception (except external hire events, as they tend to go to Comberton Sports and Arts). They will be asked to sign-in using the relevant e-sign-in device (located on the reception desk) and the receptionist will issue a visitor's badge (as described above) which must be worn at all times until they leave the site and given a copy of the "Safeguarding Children – Information for Visitors" sheet to read. It is expected that visitors will read and accept the details included within this information document. If they are a contractor, they will be asked to read a "Guidance for Contractors" information sheet. All visitors must return the badge and sign out with Reception before they leave. Visitor badges are linked to the individual as part of the sign in and therefore will be traceable.

Except in emergencies or pre-planned/extended non-emergency works, contractors' work will be planned when no young people are on site, unless they have been DBS checked. No contractor will be given any keys without the permission of the Campus Manager.

BREACH OF THIS PROCEDURE

Failure by an employee to follow the guidelines in this procedure is considered a serious offence and may be dealt with through our disciplinary procedure.

IMPLEMENTATION, MONITORING AND REVIEW OF THIS PROCEDURE

This procedure has been in place since September 2016. The SLG have overall responsibility for implementing and monitoring this procedure, which will be reviewed on a regular basis following its implementation and additionally whenever there are relevant changes in legislation or to our working practices.