
VISITORS' POLICY

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| Considered by | Teaching and Learning Committee |
| Approved by the FGB: | 6 th December 2023 |
| Date of next review: | November 2024 or as appropriate |
| Responsible Officer: | S Sycamore |

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' Policy applies to all visitors to Comberton Village College, including overseas visitors, contractors, guests, speakers, community education and friends/relatives of staff and ex-employees.

POLICY

All visitors to Comberton Village College (including overseas visitors, contractors, guests, speakers, Community Education and friends/relatives of staff, ex-employees) must report to and sign in at Reception where he/she 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 may 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 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 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 him/her, 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

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 with the Receptionist and be issued with a Visitor's badge (as described above) which they must wear at all times until they leave the site and given a copy of the "Safeguarding Children – Information for Visitors" sheet to read. 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.

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 POLICY

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

IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy has been in place since September 2016. The SLG have overall responsibility for implementing and monitoring this policy, 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.