
VISITORS' POLICY

Considered by	Teaching and Learning Committee on 16 th November 2022
Approved by the FGB:	On 7 th December 2022
Date of next review:	November 2023 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.

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.

Any adult on site who is not wearing a badge will be questioned by the employee 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 at all times
- People delivering goods provided they remain within the Reception areas, otherwise an appropriate 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 the Visitor's Book or wear Comberton Village College badges.
- During evenings such as Parents' evening/Open evening/Options Evening/PLGs, visitors do not need to sign the Visitor's Book or wear Comberton Village College badges.

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. They must return the badge and sign out with Reception before they leave.

Whenever practicable, visitors must be accompanied by a member of staff at all times and situations where a visitor might be left alone with young people must be avoided.

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.