



Visitors Policy & Procedures

Adopted 01/09/2010
Updated Sept 2020

Equality Statement

Minsthorpe Community College values diversity, and is determined to ensure that everyone is treated fairly, with dignity and respect; where the opportunities we provide are open to all; and that we provide a safe, supportive and welcoming environment - for staff, students and visitors.

Equality Impact Assessment (EIA)

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

EIA outcomes

- No areas of potential negative impact were found and actions resulting in positive impact are in place where appropriate.

Policy last reviewed:	Due for next review:	EIA:	Role Responsible:
Sept 2020	Spring 2022	11 th December 2012	Principal/P&HRD

Visitors Policy and Procedures

Policy Aims

To safeguard children
To safeguard staff
To welcome Community users to our site and support our Community ethos

Principles

Our College is a true Community College which welcomes a large and diverse group of users to its site. We work in a wide range of partnerships which enrich and enhance our work. This policy is designed to support and encourage this ethos whilst also safeguarding children, staff and community users from unwelcome visitors to the site.

Scope of the Policy

- This policy applies to all staff – teaching, support, part-time, full-time, casual, contract staff and colleagues from other services e.g. Spectrum.
- This policy will be articulated to students via P&A sessions and assemblies and be presented to them as part of our duty of care.
- This policy will apply to all visitors to the site.
- This policy became effective on the 1st of September 2010 and is applicable at all times.

Identification of Site Users

From the 1st of September 2010:

(Please refer to any amends in the 'Safeguarding Addendum Sept 2020' during COVID19 arrangements)

- All staff will at all times wear a photographic identity badge supported on a Blue lanyard imprinted with "Staff".
- All visitors to the site will at all times wear a non photographic identity badge supported on a Green lanyard imprinted with "Visitor".
- All contractors working on site will at all times wear a non photographic identity badge supported on a Red lanyard imprinted with "Contractor".

Invited visitors and contractors **MUST** be met at the relevant reception area by the member of staff responsible for inviting them (event organiser). The following College Centres have designated reception areas:

- Main College Reception
- Happy Days Children's Centre
- Training & Conference Centre
- Sports & Fitness

At this point visitors will be issued with the appropriate identity badge and lanyard and asked to complete the "Visitors Record".

Visitors should not be met directly on site without reporting to the appropriate reception area to complete signing in procedures. The only exception to this is detailed in the section below on "Hosting Large Scale Events".

Visitors who are 'shadowing' a colleague for CPD requirements can only be accommodated for a maximum of 1 day and must be supervised at all times by the Event Organiser. The Event Organiser must also complete a Calendar Booking form and submit it to Christine Eades at least one week prior to the visitor coming into College.

It is an important responsibility of the event organiser to ensure the above protocol is adhered to.

At the end of the visit, the "Visitors Record" should be completed and the identity badge handed in to reception. It is equally important that the event organiser ensures that this is adhered to and to that effect should accompany the visitor back to reception.

Hosting Large Scale Events

Where a large number of visitors are reporting for an event e.g. Sports Days, Careers Conventions, Netball Tournaments etc. the event organiser should secure details of those attending in advance and be prepared with a Visitor Record Sheet as in Appendix 1. This sheet can be pre-populated with names.

Visitors should be provided with the appropriate badge, sticker or lanyard which should have been obtained in the required numbers in advance of the event by the event organiser.

It is the responsibility of the event organiser to ensure that accurate records are kept and then returned to Main College Reception at the earliest opportunity. The Visitor Record Sheet will double as a Fire Register on the day. It will be retained afterwards for safeguarding records.

The event organiser should ensure that badges and lanyards are collected in at the close of the event.

Where large scale events (e.g. Primary Sports Days) involve significant numbers of spectators, these should be allocated clear viewing areas which allow spectators to view the activities and enjoy the event but at the same time allow their activities to be visible to the event organiser. All visitors should be wearing a sticker issued at the signing in point. It is usual to have a member of leadership on hand or via radio contact to support the event leads if and when necessary.

Frequent/Regular Visitors/Volunteers

Where visitors/volunteers are invited into College on a regular basis, there is a need to comply with national guidance regarding Enhanced CRB checks. A key extract from that guidance follows below.

"Head teachers or Principals should consider obtaining enhanced CRB Disclosures where the volunteering is regular and involves contact with children. Within this guidance we have used regular as meaning three or more times in a 30 day period, or once a month or more, or overnight."

All colleagues involved in making arrangements for visitors/volunteers where this guidance applies **MUST** seek advice from the Personnel & HR Director before such visits commence.

Challenge Procedures

New or infrequent community users may need directional assistance e.g. T&CC clients. New or infrequent visitors to the site may require directional assistance to locate the appropriate reception to meet their host.

Such users will be noticeable by the absence of any identification badge and lanyard.

It is important that our first contact is welcoming with the clear intention of assisting the user/visitor to the appropriate reception where they will be met by the event organiser and where the "Visitors Record" will be completed.

There are **NO** exceptions to this protocol.

Where there is any suspicion or concern about the legitimacy of any individual, the General Office must be notified immediately. The General Office staff will then alert Campus Supervisor and/or Walkabout leadership via radio.

Visiting Speakers Protocols

Mission:

At Minsthorpe we are committed to the promotion of the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. We take such steps as are reasonably practicable to ensure that where political issues are brought to the attention of students they are offered a balanced presentation of opposing views.

As a community college, we recognise the multicultural, multi-faith nature of the United Kingdom and understand the crucial role our schools and colleges play in promoting these values. Much of how we do this is seen in aspects of day-to-day college life; for example assemblies, student council, student ambassadors, Helping Hands, whole college policies and our SMSC provision. We do, however, ensure that our curriculum actively promotes fundamental British values, by taking a more holistic approach wherever possible rather than concentrating on individual subjects.

Our curriculum is also complemented by the development of the character traits that will help children succeed. The promotion and encouragement of the 6Rs (Responsible, Reflective, Respect, Resilience, Resourceful, Reasoning) across the college, is used as the main vehicle for delivering the Character Curriculum to all students. We believe that by developing such character virtues in our students, we will not only help them to develop a Growth Mindset but also help them to be ready for work and for life.

All requests for Visiting Speakers will be considered in line with the above Mission Statement. We will achieve this by ensuring that informal and/or formal checks have been carried out to ascertain that the content of presentations adhere to the above and promotes community cohesion. We recognise, however, that the ethos of our school is to encourage students to be able to use the 6Rs and that they are able to understand opposing views and ideologies, appropriate to their age, understanding and abilities so as to enable them to actively engage in informed debate. Therefore, at times deliberate use of external agencies or speakers will be sourced to facilitate and stimulate informed debate. However, follow up sessions will be delivered by College staff to ensure a co-ordinated approach which ensures cohesion and supports the delivery of a broad and balanced curriculum. We will strive to ensure our students recognise risk and build resilience to manage risk but also help students develop the critical thinking skills needed to have successful futures.

Unknown Visiting Speakers:

The staff contact will need to ascertain the following information to enable the College Principal to make an informed choice about the suitability of the speaker and the content of their presentation:

1. A biography of the speaker or institution must be provided with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information must align to the core values and ethos of the school and to British values. This must be discussed with the organiser prior to the request being made to the Principal.
2. Whenever possible a notice period of no less than one month be made prior to the speaker/visitor's proposed date at school. This should also allow time for check/visits to be made with other organisations to check the suitability of the input.
3. A staff contact for the visitor/speaker is provided who will be the liaison with school.
4. The staff contact must ascertain that all information communicated by the visitor/speaker must be lawful.

When sufficient information has been collated the Principal will be able to make a decision giving permission for the visitor/ speaker to come to Minsthorpe Community College.

Established Visiting Speakers:

The staff contact will need to check that the content of the presentation continues to support the College Mission Statement and supports the promotion of community Cohesion. They should also review feedback from the previous input and decide whether the impact is sufficient and warrants future delivery.

Further Guidelines

College safeguarding procedures apply and visiting speakers should, where possible, have photograph identity from their institution. They will be required to read the Visitors Policy and will be issued with a Visitors' badge, which they must wear at all times, following signing in at Reception as per our Policy.

During the Speech Monitoring

Staff will be present during the visit, including (where applicable) a member of the Middle and/or Senior Leadership Team who will be monitoring that the speech aligns with the values and ethos of the school and British values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken by them to balance the information given.

Post Presentation/Visitor Evaluation

The speech/visit is evaluated by the organiser as to whether it met the needs of our students. Should the visit/speaker not meet the needs of our students then this will be clearly communicated to the visiting speaker/institution by the main contact in college and future invitations will be withdrawn.

