

VISITOR'S POLICY

The Aims of this Policy

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all learners and staff both during and outside of school hours when they are on our site. The ultimate aim is to ensure that all learners and staff learn and work in an environment where they are safe and free from harm

The Objectives of this Policy

The key objectives of this policy are to have in place a clear protocol and procedure for the admittance of external visitors to Cornerstone Vocational Training Ltd. (CVT) which is understood by all staff, visitors and parents/carers and conforms to child protection guidelines and prevents unsuitable people from working with or accessing children and young persons in our setting.

We have responsibility for the safety and well-being of all of our learners anywhere on our site and during normal training hours.

This policy applies to:

- All teaching and non-teaching staff employed by CVT
- All external visitors entering the CVT site during the learning day
- Parents/carers
- Volunteers
- Learners
- Local Authority staff
- Provider staff
- Building & Maintenance Contractors

Protocol and Procedures

Visitors Invited to the School

Before a visitor is invited to CVT, the Centre Manager is informed (if not arranged by themselves) with a clear explanation as to the relevance, purpose date and time of the visit . Permission must be granted by the Centre Manager before a visitor is asked to come into CVT.

- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification
- All visitors enter CVT building through the rear access door and report to the Centre Manager's office
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in the main office at all times
- All visitors are required to wear an identification badge
- All visitors are given/shown a copy of the Visitor Information Leaflet detailing information about emergency evacuations procedures and protocol
- Visitors are escorted to their point of contact OR their point of contact will be asked to come to receive the visitor. The contact will then be responsible for them while they are on site.

On departing, visitors leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to the main office

Unknown/Uninvited Visitors to the School

Any visitor to CVT who is not wearing an identity badge is challenged politely to enquire who they are and their business on the site. They should then be escorted to the main office to sign the visitors' book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately and an ER call is made if necessary. The Centre Manager will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, an ER call is made and they will be asked to leave the site immediately and warned that if they fail to leave the CVT grounds, police assistance will be called for.

Volunteers

All volunteers are required to have an enhanced DBS.

New volunteers will be asked to comply with this policy by staff they first report to when coming into CVT for an activity or class supporting role.

CPD

As part of their induction, new staff are made conversant with this policy for visitors and asked to ensure compliance with its procedures at all times.

Linked Policies

This policy should be read in conjunction with other related school policies: including:

- Child Protection/Safeguarding
- Confidentiality
- Healthy and Safety
- Fire Safety

Monitoring and Evaluation

The suitability of all visitors invited into CVT to work with our learners is assessed at the end of their visit and a decision made as to whether they may be asked to visit CVT in future.