



POLICY

VISITORS TO THE CENTRE POLICY

V.1.2020

(Note: This policy should be read and reviewed in conjunction with the Centre's Safeguarding and Child Protection policies, protocols and guidelines).

SAFEGUARDING STATEMENT

At the Adur Centre we respect and value all children, young people and adults and are committed to providing a caring, friendly and safe environment. We believe every person should be able to participate in all our activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at the Adur Centre. We recognise our responsibility to safeguard all who access our activities and promote the welfare of all by protecting them from physical, sexual and emotional abuse, neglect and bullying.

The Adur Centre welcomes visitors from the local community and external agencies to extend our activities through their experience and expertise. As a Centre we aim to provide a broad, balanced and enriched programme. We see the inclusion of visitors' input into the programme as one means of ensuring that we meet this aim. This enables our attendees to question and learn from 'experts' from various walks of life and disciplines which allows our them to gain a wider view of the world and gain insight into the lives of other people. This policy has been developed in line with 'Working Together to Safeguard Children' (DFE, 2015).

Vetting Procedures:

The following vetting procedures are implemented to ensure the safety and security of all parents, children, staff and visitors. These procedures have been carefully designed to ensure the Centre forges effective partnerships with visitors who can contribute to the welfare, well-being and learning of the whole Centre community.

Volunteers

We actively support parents, guardians and other adults who wish to work as volunteers with our Centre. There are two main ways of helping: -

- Occasional support for Centre events, visits or trips: these are events where parents/volunteers commit to supporting an individual event. As this is classed as supervised contact, Disclosure & Barring Service-DBS (formerly CRB) level 3 enhanced checks are not required and permission to undertake this role is at the discretion of Alistair Cole (Director). However, should such events and trips involve any unsupervised contact with children, such as all residential trips, a DBS check including an enhanced check for regulated activity would be a mandatory requirement.
- Regular support in the Centre. This is when parents/guardians or other adults offer regular support to the Centre for a period of time. This commitment will be discussed with Alistair Cole and mutually agreed duties will be defined. All regular volunteers who support the Centre in this way will have an induction briefing to ensure they are aware of our key policies and procedures. They will be fully supported by suitably qualified members of staff. In accordance with The Protection of Freedoms Act 2012* vetting checks are not required for voluntary support which is fully supervised at all times however the Centre reserves the right to request a standard or enhanced disclosure certificate without the barred list check. For all volunteers working in an unsupervised capacity an enhanced disclosure with barred list check will be a mandatory requirement. Details of all vetting will be held on our Single Central Record. The SCR is a document which details the vetting procedures undertaken by the Centre. The cost of the DBS/enhanced check for regulated activity will be met by the centre.

Work Experience & Training Placements

In addition, we offer work experience placements for adults in training as well as young people wishing to gain work experience in a centre setting. In such cases the vetting is carried out by the applicant's host agency. The vetting responsibility for students on placements from universities or colleges lies with their place of study and a formal statement of assurance, together with the student's DBS clearance information, will be provided to the centre prior to commencement of their placement. This information will be held on our Single Central Record (SCR) which records all our vetting procedures. Where secondary school/ academy students seek work experience, a statement of assurance as to their suitability will be obtained from their school/ academy. Such students will be fully supervised at all times. Whilst these measures are strictly adhered to, we do not wish to deter volunteers and wish to assure all applicants of our commitment to supporting their learning experience and stress that we value their contribution.

Contractors

Wherever possible maintenance work carried out on site is outside access hours. However, there are times when this is not possible. In such cases delivery staff, maintenance engineers and contractors may access and carry out routine and emergency work on the site. These visitors are required to meet the centre's safeguarding requirements which consist of the following procedures:

- All contractors are required to sign in using our system. (Note: on departure all visitors are required to enter a time of departure to meet Health & Safety requirements);
- They will be requested to present photographic identification related to their employment. In cases where this is not possible a telephone check will be made with the relevant employer before entry is permitted. We reserve the right to refuse admittance;
- A visitor badge will be issued and prominently worn. This is to assure all staff in the Centre that contractors have completed the above procedures and therefore are known and recorded to be on site. Where a contractor does not display their visitor badge they can expect to be politely challenged by our staff, who are vigilant in ensuring the above procedures are adhered to;
- In some special circumstance's contractors may be required to have DBS verification in place. For example:
 - Where contractors, during on-going building work, will be regularly working unsupervised by staff and / or close proximity to outdoor areas or internal areas where children are present;
 - Where the nature of the contractor's works means they will have access to sensitive data e.g. computer maintenance/management information service companies.

In such cases, we will not carry out DBS checks. However, before work commences, the contractors will be required to supply their employees' DBS numbers and date of

clearance. Such contractors are not required to present their employees' DBS certificates due to the risk associated with its potential loss. This is in line with central government guidelines.

Visiting staff from the Local Authority (LA), Children's Services, Health agencies e.g. CAMHS and private companies that have Service Level Agreements with our centre do not have to comply with the aforementioned vetting procedures if their organisations have issued a statement of assurance. These statements assure that their host organisations have completed level 3 enhanced DBS checks on all staff. If these staff will be working directly with children on a regular basis their details will be recorded on the SCR. The only fields to be populated on the SCR will be the visiting staff's name, DBS number and their organisation name in the address field.

Infrequent visitors such as artists, authors and theatre companies are **fully supervised** at all times and will not be required to submit DBS verification. Again, this is in line with central government guidelines.

Specific guidance for members of staff organising visits from external agencies:

The following procedures should be followed by all staff involved in organising visits from external agencies and speakers:

- Prior to the visit, discuss with the visitor how their session will add value to the centre;
- Ensure the visitor/external agency outcomes complement our planned programmes or activities and is in line with our policies;
- Be confident that the visitor/external agency has the required expertise in the area they are delivering together with the necessary experience and skills to deliver sessions that are age appropriate and factually accurate;
- Discuss and agree the aims/desired learning outcomes of the session, professional boundaries, including responsibility for discipline;
- Inform each visitor/external agency of all information to ensure the inclusion of all. This may include the age and gender ratio of children, background, ethnicity and culture and special needs (if applicable);
- Ensure each visitor/external agency is aware of children, young people and adults with SEND and/or specific medical needs e.g. asthma, anaphylaxis;
- Provide each visitor with a named centre contact;
- Ensure the activity meets Health and Safety guidelines;
- Staff must ensure such visitors are aware of the centre's core policies, protocols and procedures such as Safeguarding/Child Protection and provide access to any further relevant documentation e.g. risk assessments;
- All staff must inform the relevant people of the intended presence and remit of visitor e.g. Centre Manager, administrator and check if vetting procedures apply;
- Organise, meet and greet arrangements;

- Ensure a member of staff is present during the session who will be responsible for discipline, monitoring and evaluation;
- Ensure the children, young people and adults are given time to reflect on what they have experienced/learned.

The centre contact will be responsible for updating learning journals if required and ensuring the visitor/external agency is thanked for their contribution and, where applicable, fees paid.

Monitoring:

This policy, its implementation and effectiveness is regularly monitored by the centre Manager and Board and is reviewed/ratified each year. This ensures we meet our statutory obligations.

* Please note that as a result of the passage of the Protection of Freedoms Act (2012), some of the requirements (particularly around volunteers) have changed (from September 2012). The Act has removed the requirement to routinely carry out DBS checks on all volunteers, even when they work regularly with children. **If supervised by a suitably checked person**, the Centre is not required to request any DBS checks on the volunteer and **are not entitled** to request a barred list check (known as an enhanced check for regulated activity). We are entitled to request a standard or enhanced DBS disclosure certificate without the barred list check. We can only request a barred list check for volunteers working regularly with children in an **unsupervised** capacity.

The Act has also removed the requirement for DBS checks to be carried out for trustees simply because of their office. If trustees volunteer in activities the above measures for volunteers apply. Government office have published key documentation detailing all revised vetting requirements and we will include any further revisions as necessary within our annual review process. (The requirement to keep a Single Central Record has not changed as a result of the passage of the Protection of Freedoms Act).



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