

TREVIGLAS COMMUNITY COLLEGE**Visitors Policy for Staff**

The college has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of students and staff.

As a college, we have a statutory duty regarding safeguarding of children, and we take this responsibility seriously.

In conjunction with this policy, staff should also read the 'Treviglas Community College: Policy for Visitors'

Visitors whose purpose is to meet with staff:

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that:

- Reception staff are informed in advance, so they can put it in the booking log and know who to expect and when
- You have spoken with your visitor prior to the visit, drawing attention to the following:
 - they should park in the Treviglas car park but space is at a premium and no-one should park in the bays marked 'Disabled'
 - they should report to main reception and sign in, showing proof of identity
 - they should then wait in reception, to be collected by yourself (not by a student)
- Any visitor to the college is at all times accompanied by yourself or another member of staff to whom that responsibility is delegated
- At no point should a visitor be on their own with children
- Visitors only use staff cloakrooms if needed
- At the end of the visit, you accompany visitors to reception where they will sign out before leaving. Please oversee the signing out procedure, particularly if reception is busy
- If there is a fire evacuation, you accompany visitors to the dedicated assembly point, on the tennis courts adjacent to the bike sheds (see the college's fire evacuation policy)

Visitors whose purpose is to work with students in some capacity:

Visitors may work with students in a variety of capacities, for example, to deliver a session (normally supervised by a member of staff), to meet with small groups of students or individuals (e.g. Careers Guidance).

Staff who arrange for visitors to work with children should inform Mrs Robins, Mr O'Neill or Mrs Dunleavy (Designated Safeguarding Leads) prior to formally agreeing the visit, to discuss arrangements. Guidance may be given regarding any specific safeguarding matters.

Please be mindful of the following Safeguarding guidance:

- Staff should ensure all the protocols above are complied with, as they apply equally to all visitors
- Any visitor who is not CRB checked must not be alone with students at any point. This includes whole class or small group teaching or one to one interviews of students or escorting by students around the building
- If a visitor is CRB checked, then at times they may work with students unaccompanied by another member of staff. At times this might be teaching a class or a one- to- one interview. This must be agreed in advance
- Regular visitors to the college must have a CRB check. Kyla McAlpin manages the Single Central Record and she must be informed about anyone who is working with students in any capacity, however short that time might be
- Any visitor delivering a session or assembly must agree the content and tone of that with you, prior to the visit taking place. The content and tone must be in line with the Treviglas Community College ethos, be fully compliant with all Equal Opportunities legislation and take into account the age and ability of the students.