



Visitors Policy

Reviewed	Date of Next Review	Responsibility
April 2024	April 2026	Head of HR

Our Mission:

'To enable young people to live and work without barriers'

Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

Visitors Policy

Fairfield Trust (FT) offers all visitors a warm and friendly welcome. The Reception area at Fairfield College (FC) is a work-based learning classroom and students will greet you both on the telephone and in person at Reception.

FT has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to safeguard all students from discrimination, harm and abuse. The Trust requires ALL VISITORS (without exception) to comply with the following policy and procedures. Failure to do so may result in visitors being escorted from the site.

Application of Policy

The policy applies to:

- All staff
- All Trustees
- Work experience students
- Trainee Teachers
- Volunteers
- All external visitors
- All parents/families
- Independent contractors

Procedures

All staff will:

- Wear the Trust's staff lanyard (including photograph) at all times whilst on any of the Trust's premises and on organised activities and events.
- Sign out during their usual working day for health and safety purposes, e.g. in case of a fire.

All Trustees will:

- Report to Reception (at the college site) and sign in.
- Wear a 'Trustee' lanyard at all times whilst on any of the Trust's sites.
- Sign out and return their lanyard on leaving site.

All visitors (including parents/families) will:

- Report to Reception (at the college site) and state their purpose of visit and confirm who has invited them.
- Be prepared to show proof of identify.
- Sign in at Reception using the appropriate system.
- Read the Trust's 'Essential Visitor Information sheet' which is displayed in Reception.
- Wear the Trust's 'visitor' lanyard at all times during the visit.
- Be escorted to their point of contact by a staff member (or their point of contact will collect them from Reception).
- Not be permitted to move around any of our sites unless accompanied by a member of Trust staff.
- Sign out and return their lanyard on leaving site.

Contractors:

- Contractors who work on a regular basis with the Trust will have the appropriate level of clearance to carry out their role unsupervised – this will be arranged by HR and sight of the original DBS certificate will be required along with photo ID.
- These individuals will be provided with the appropriate Trust lanyard, and they should wear this at all times when on site.
- Contractors should sign in using the appropriate system.
- Contractors who do not have the appropriate clearances in place, will be provided with a Trust visitors' lanyard. These individuals should provide identification when signing in and should be accompanied at all times (by a staff member) when on site.
- Contractors should sign out and return their lanyard on leaving site.

Work Experience Students:

- Students who are attending work experience placements should sign in and out of the site at all times.
- Students will be issued with the appropriate Trust lanyard (purple).
- Students who do not have the appropriate clearances in place will be accompanied at all times when on Trust sites.

Teacher Training Students

- Individuals who are enrolled on the Trust's Ascentis Level 5 Diploma in Education & Training course (and who are not employed by the Trust), may be required to carry out observed teaching sessions as part of their course. In this event, these individuals will have the appropriate level of DBS clearance applicable to the role and will be issued with the appropriate Trust lanyard.
- Teacher training students (who are not employed by the Trust) and who do not have the appropriate level of clearance in place, will be required to wear a Trust 'visitors' lanyard and will be accompanied at all times whilst on site.
- All Teacher Training students will be required to sign in and out at Reception using the appropriate system, returning their lanyard to Reception when leaving site.

Agency Staff

- Agency staff who work on a regular basis with the Trust will have the appropriate level of clearance to carry out their role unsupervised.
- These individuals will be provided with a Trust 'visitors' lanyard and they should wear this at all times when on site.
- Agency staff should sign in using the appropriate system.
- Agency staff should sign out and return their lanyard on leaving site.

Unknown visitors:

- Any person(s) not wearing a lanyard should be politely questioned by Trust staff.
- They should be escorted to Reception (on college site) by a member of staff to ensure they are signed in, have had the relevant identity check and can be issued with a visitor lanyard.
- If staff are met with any resistance, a member of the management team should be contacted immediately.
- If the person(s) become abusive/aggressive, they should be asked to leave the site immediately, failure to do so, will leave the Trust grounds to call for police assistance.

Volunteers

- All volunteers will have a DBS check at the appropriate level for the role.
- All volunteers must sign in/out at Reception and they will be issued with the appropriate Trust lanyard which they should wear at all times when on Trust sites.

Staff development

All staff will be made aware of this policy during induction and training.

BY ORDER OF THE BOARD

Tamasin Jones

HR Manager

April 2024

Appendix 1: Visitor Checks – Trust Sites

<p><u>First time visitor to the college with appropriate clearances in place</u></p> <p>For visitors working with students/young people. These individuals may be unaccompanied whilst on site & should provide the following on arrival: (to note, the visitor should be escorted to their meeting point or working location)</p> <ol style="list-style-type: none"> 1. DBS Certificate 2. Photo ID (driving licence or passport) 3. *And if agency/supply staff or if working in regulated activity in sessions: Letter of Assurance from their employer that all relevant checks have been completed for the visitor (in line with KCSIE 2023) <p style="text-align: center;">↓</p> <p>Reception to call a member of the HR team to check their documents on arrival. HR will confirm the level of the clearances & whether individual may be unaccompanied</p> <p style="text-align: center;">↓</p> <p>Visitor to sign in as usual and reception to provide a visitor lanyard – to be worn at all times when on Trust sites</p> <p>If the visitor does not have the above ID/documentation, please refer to Process 2 (visitors must not be left unaccompanied)</p>	<p><u>One-off visitor to college site</u></p> <p>For one-off visitors who will not be left unaccompanied with students/young people</p> <p style="text-align: center;">↓</p> <p>Sign in using the usual visitor signing in procedure and reception to provide a visitor lanyard – to be worn at all times when on Trust sites. Establish who the visitor is due to meet with</p> <p style="text-align: center;">↓</p> <p>The visitor must either be escorted to their point of contact, or their point of contact should collect them from reception</p> <p>These visitors must not be left unaccompanied at any time. Reception staff must remind the point of contact staff member who is responsible for accompanying the individual</p>	<p><u>Regular visitor to college site (not first-time visitor)</u></p> <p><i>The below will have been actioned on a previous visit and the individual does not need to be accompanied at all times:</i></p> <ul style="list-style-type: none"> • DBS has been checked previously and verified with photo ID – HR have determined the level of check in place and confirmed whether OK to be unaccompanied • Letter of assurance (from the visitor's employer confirming all necessary checks have been carried out) has been provided and the visitor is recorded on a list of regular visitors, held by HR <p style="text-align: center;">↓</p> <p>Sign in using the usual visitor sign in procedure and provide a visitor lanyard – to be worn at all times.</p>
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