



### 1. Introduction

- 1.1 The safety of students and staff is of paramount importance, and King Edward VI College is committed to safeguarding and protecting all members of the college community.
- 1.2 This policy will also prevent unnecessary disruption to lessons and other educational activities and help protect our site and facilities from vandalism and misuse.

### 2. Relevant Legislation

- 2.1 This policy has due regard to all relevant legislation including, but not limited to:
  - The Health and Safety at Work Act 1974
  - Keeping Children Safe in Education 2022
  - The Childcare Act 2006
  - The Education Act 1996
- 2.2 This policy also operates in conjunction with our:
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - Medical and First Aid Policy

### 3. Authorisation

- 3.1 Individuals who would like to visit the college, but are not in contact with a member of staff regarding this, will make an initial enquiry through Reception.
- 3.2 Reception staff will record the date and time of the proposed visit, the reason for the visit, the name of visitor(s), the name of the organisation they belong to where applicable and contact details.
- 3.3 Reception will then liaise with the relevant member of staff who will confirm (with the visitor) whether the visit is convenient or discuss another time and update Reception.
- 3.4 Other staff members who arrange visits to the college for educational purposes will collate the required information and pass to Reception. If the visitor requires a parking space, please advise that parking is limited and subject to availability. Check with Reception staff before confirming a parking space.
- 3.5 Visitors who arrive without prior appointment may be permitted to meet with a staff member if they are happy to do so. However, they will not be allowed onto the campus without supervision.

### 4. Safeguarding

- 4.1 The college is committed to promoting the safety of all students and staff and may require visitors to undertake an enhanced DBS check with child barred list depending on the purpose of their visit.

**4.2** A visitor will require an enhanced DBS check with child barred list if they work in regulated activity which is defined as:

- Regular teaching, training, instructing, caring for or supervising students if the individual is unsupervised
- Regularly providing advice or guidance on physical, emotional or educational wellbeing
- Regularly driving a vehicle only for children
- Regular work for a limited range of establishments (known as 'specified places') with the opportunity for contact with children
- All relevant personal care, including helping a child with eating, drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability
- All health care for children provided by, or under the direction or supervision of, a regulated healthcare professional

Enhanced DBS checks with child barred list will be undertaken in accordance with the Disclosure and Barring Service (DBS) policy.

**4.3** The Designated Safeguarding Lead will be responsible for determining whether enhanced DBS checks with child barred list need to be carried out and ensuring they are undertaken when required.

**4.4** Under no circumstances will a visitor, who has not undergone an enhanced DBS check with child barred list, be left unsupervised with students.

**4.5** The college will manage the risk of potential harm to students by taking steps to segregate students from visitors.

## **5** Visiting Procedure

**5.1** All visitors to the college, including parents, will comply with the following procedure:

- Report immediately to Reception on arrival
- Provide Reception staff with their details including:
  - Name
  - Purpose of visit
  - The member of staff they are here to visit
- Show proof of identification
- Sign in
- Read and retain the information for visitors
- Display their visitor ID badge (provided) at all times while on college premises
- Sign out at Reception and return badge before departure

**5.2** Visitors are provided with an ID badge with either a red or green lanyard

- Red signifies they have not had the relevant enhanced DBS check with child barred list carried out and must not be left unaccompanied during their visit
- Green signifies they have had the relevant enhanced DBS check with child barred list and may enter the college unsupervised

**5.3** Visitors will be made aware of the relevant college policies, including those in relation to health and safety, reporting a child protection/safeguarding concern and emergency procedures.

**5.4** Visitors will be advised that King Edward VI College is a non-smoking site and smoking is not permitted anywhere on site.

- 5.5 Visitors will be advised that they must not take any photographs of staff or students while on college grounds.

## 6 Unidentified Individuals

- 6.1 It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or with a red lanyard/visitors ID badges and/or without a clearly displayed green/lanyard visitors ID badge.

Any such visitors will be directed to Reception where they can sign-in in accordance with the procedure set out in Section 5.1 of this policy.

If a visitor cannot be identified, security staff and the DSL will be informed immediately.

If the visitor refuses to report to Reception, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

## 7 Visitor Conduct

- 7.1 Visitors to King Edward VI College will be required to act in accordance with the college's policies at all times.
- 7.2 The college has the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, students, governors, parents, guardians or other visitors.
- 7.3 Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on educational premises. Therefore, the police may be contacted to assist in the removal of individuals from the premises where necessary.
- 7.4 In the event of persistent occurrences of unacceptable behaviour on the college site, the college has the right to request a banning order from the Local Authority for the individual in question.

## 8 Equality Impact

The College's equality, diversity and inclusion policy has been taken into account when considering this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
January 2023	January 2023	-	-	January 2026	New policy for Jan 2023