

## Guidance on Visitors and External Speakers to Newfriars College

### Introduction

This guidance is intended to help Newfriars College manage visitors in a way that ensures the safety of students and adults on the College site. The responsibility for this lies with the Head of College, senior leadership team (SLT) and the College Council.

### Guidance and Responsibilities:

The Head of College is responsible for implementing this guidance and managing visitors to the College. **The day to day arrangements need to be understood by all staff.** The Chair of College Council will monitor the effectiveness of the procedures

- All staff have a responsibility to ensure that visitors to the College are properly welcomed and managed safely within College.
- All staff should be made aware of this guidance and that it applies to all visitors equally, including VIPs. It is included within our whole College child protection safeguarding policy and referenced in our health and safety policy.

### Types of visitor

There are a number of different types of legitimate visitors to our College.

- Visitors who attend the academy in connection with students and who have a professional role, i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with students in roles such as peripatetic tutors, sports coaches
- Visitors who attend the academy in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- Visiting Speakers & VIPs – Very Important People
- Other legitimate visitors i.e. parents, parent helpers, Academy/ College Councillors

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the College and the visitor. Where appropriate, risk assessments should be undertaken. The Head of College and / or SLT should be aware of visits in advance. All visits should be entered in the College On-Line Staff Calendar by the person organising the visit.

### Procedures for ALL visitors:

- Wherever possible, visits to Newfriars should be pre-arranged

All visitors must report to reception first and not enter the College via any other entrance

At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification. All Shaw Education Trust staff should show their photo ID card.

- All visitors will be asked to sign the visitors' record book or equivalent and must be given a Newfriars College Safeguarding Leaflet.
- If the visitor is part of a large group of visitors a separate register may be utilised
- A visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors must not be alone with pupils/children/students unless this is a legitimate part of their role, for example, a social worker seeing a student and the College has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- If visitors find they are alone with pupils/children/students (apart from in the circumstances described above) they should report to a member of staff or reception. This should be explained to visitors.
- On departing the College, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises.
- College reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.
- Visitors will be asked to complete an evaluation form

Special categories of visitor: Visiting Speakers including VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

Important considerations for Visiting Speakers & VIP visits:

An invitation to a visiting speaker and / or VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly **who will be escorting and supervising the visitor at all times.**