

BOURNE COMMUNITY COLLEGE

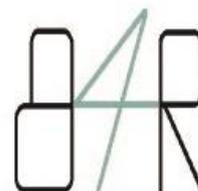


Aspiration, Innovation, Motivation

VISITORS POLICY

September 2020

Next review July 2021



Our Mission:

To ensure every student achieves great outcomes to flourish and be successful

To have high expectations of all staff and students

To respect those in our community locally, nationally and internationally

Our Vision:

To be the school of choice and the Learning Hub for the locality

Our Values

Our values respect the charter of the UNICEF rights of the Child and our Bourne ID mirrors this.

We gained GOLD status as a rights respecting School and are building on this great achievement.

Our strap line:

Aspiration, Innovation, Motivation

Visitors Policy

- Bourne Community College assures all visitors a warm, friendly and professional welcome to the college, whatever the purpose of their visit.
- The college 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 subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governors and senior staff to ensure that this duty is uncompromised at all times.
- In performing this duty, the college recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the college site.

Policy Responsibility

The Headteacher is responsible for the implementation, coordination and review of this policy. They will also be responsible for liaising with the college's Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Headteacher with immediate effect.

Aim

To safeguard all students under our responsibility during both college hours and out of college hours activities which are arranged by the college. The ultimate aim is to ensure that students at Bourne Community College can learn and enjoy extracurricular experiences in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all staff, Governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The college is deemed to have control and responsibility for its students anywhere on the college site (i.e. within the college boundary fence), during normal college hours, during after college activities and on college organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the college
- All external visitors entering the college site during the college day or for after-college activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists)
- All Governors of the college
- All parents and volunteers
- All students
- Other Education related personnel
- Building & Maintenance and all other independent contractors visiting the college premises
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to the College

All visitors to the college are required to provide proof of identity at the time of their visit unless they are on the Approved Visitors List (see below.) They must follow the procedure below:

Colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example students' relatives or other visitors attending a sports day). The Head teacher should use their professional judgment about the need to escort or supervise these visitors.

(Keep Students Safe in Education (KCSIE, Sept 2019)

- Once on site, all visitors must report to reception first.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- Visitors will be asked to sign in at reception at all times using the electronic system stating their name, organisation, who they are visiting and car registration and will have their photograph taken
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will be given a copy of the college Health and Safety guidelines
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Visitors Departure from College

On departing the college, visitors MUST leave via reception and:

- Sign out using the electronic system

Unknown/Uninvited Visitors to the College

Any visitor to the college site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the college site.

They should then be escorted to reception to sign in using the electronic system

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Head (if unavailable, the on-call Senior Leader) should be informed promptly.

The Head or Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the college grounds, police assistance will be called for.

Governors and Volunteers

All Governors and parent helpers must complete a DBS check (if not already held) via the College office.

New Governors will be made aware of this policy, with its procedures, as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by the staff they first report to as well as the office staff when coming into college for an activity or class supporting role.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Approved Visitor List

The college will hold an approved visitor list for visitors who frequently visit the college site to undertake work within the college (including contractors and supply staff).

To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the College's Central Record **AND**
- b) A current clear DBS students's barred check has been undertaken **AND**

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in using the electronic system).

A copy of the approved visitor list will be kept by reception at all times.

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

The following procedures should be followed by all college 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 students' learning experience.
- Ensure the visitor/external agency learning outcomes complement the college's planned programmes or schemes of work and are in line with college policies.
- Be confident that the visitor/external agency has the required expertise in the subject 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 classroom discipline.
- Inform each visitor/external agency of all information to ensure the inclusion of all students. This may include the age and ratio of students, background, ethnicity and culture of students and special education needs (if applicable).
- Provide each visitor with a named college contact.
- Ensure the activity meets Health and Safety guidelines. If appropriate carry out a risk assessment of the activity/session.
- Staff must ensure such visitors are aware of the college's safeguarding procedures and allow access to such policies as Child Protection, Safeguarding, and Risk Assessments.
- All staff must inform the relevant college staff of the intended visit and remit of the visitor, e.g. Headteacher, office staff.
- Ensure the relevant staff members, e.g. class teacher, is present during the session as they are responsible for class discipline, monitoring and evaluation.
- Ensure the students are given time to reflect on what they have learned.

The college contact will be responsible for ensuring the visitor/external agency is thanked for their contribution and, where applicable, ensure the Finance Officer is aware that fees are to be paid. A VAT invoice will need to be provided for payment to be made (if applicable)

External speaker: anyone other than a current student or current staff member who may be invited to give a sermon, expound on a piece of religious text, or political viewpoint, etc

- External speakers and visitors are subject to web and other security checks as standard practice by the College.
- External speakers and visitors are permitted to visit the College but must ensure that they also comply with UK legislation. This means speakers and visitors must ensure that in the views or ideas they put forward, or in the manner in which they express these views or ideas, they do not infringe the rights of others, or discriminate against them. Their speech or the manner of its expression must not constitute a criminal

offence, a threat to public order, a threat to the health and safety of individuals, incite others to commit criminal acts, or be contrary to the civil and human rights of individuals. It is a criminal offence to 'stir up hatred' against other people on religious or racial grounds.

Therefore in order to protect staff and students of all backgrounds, the College requires that all external speakers and visitors to the College abide by:

☒ All Safeguarding and H&S policies.

External speakers and external visitors must take great care to ensure they do not create an intimidating, hostile, degrading, humiliating, or offensive environment for others at the College. Therefore all speakers and visitors must ensure that their words or actions will not give rise to an environment in which people will experience, or could reasonably fear, harassment, intimidation, isolation, verbal abuse or violence, particularly because of their:

- ☒ Ethnicity or race
- ☒ Religion and belief- including lack of religion and belief
- ☒ Sexuality- heterosexual, bisexual, lesbian, gay
- ☒ Gender
- ☒ Disability
- ☒ Trans status
- ☒ Age
- ☒ Civil partnership and marriage
- ☒ Pregnancy and maternity.

If an external speaker or external visitor contravenes this guidance, the College reserves the right to immediately shut down an event and to ban that speaker or visitor from the site.

Religious hatred

Religious hatred offences (introduced into the Public Order Act 1986 by the Racial and Religious Hatred Act 2006) occur where the following actions are committed with the intention to stir up religious hatred:

- The use of threatening words or behaviour
- The display of threatening written material
- The publication or distribution of written material which is threatening
- The public performance of a play involving threatening words or behaviour
- The distribution or showing or playing of a recording of visual images or sounds which are threatening
- The broadcasting of a programme which includes threatening visual images or sounds

All speakers will be made aware of their responsibility to abide by the law, and the college's various policies, including that:

- They must not incite hatred, violence or call for the breaking of the law

- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- They must not spread extremism, radicalisation, hatred or intolerance in the college community and thus aid in disrupting social and community harmony.

Linked policies

This policy and procedures should be read in conjunction with other related college policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Safety Policy