

Visitors Policy

Version 2.0

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1. INTRODUCTION

1.1 This purpose of this policy is to ensure staff at UK Graduate safely bring visitors onto the college campuses for the benefit of students and the organisation whilst adhering to the colleges safeguarding procedures. The policy is based on the statutory guidance up to and including January 2023

1.2 The primary aim is to enable staff to continue to meet their statutory duty to 'safeguard' the welfare of children (those under 18) who attend the campuses of UK Graduate. However, we also recognise that some adults are vulnerable to abuse.

1.3 This policy will be reviewed on a biennial basis, be made easily available to all staff and students as well as the placed on the college website

1.4 This policy should be read in conjunction with other safeguarding related policies in operation in the college. These include Safer Recruitment, Staff Code of Conduct, Whistleblowing, Looked After Young People (LAYP), Positive Mental Health, Prevent, Student Conduct, Search and Confiscation, Safeguarding, External Speakers

2. AIMS

The primary aims of the policy are to:

- Enable staff to meet their statutory responsibility to 'safeguard' the welfare of children (those under 18) and adults with care and support needs in the College whilst enabling visitors to safely attend on site for a variety of reasons
- Provide a safe college environment for children, young people and adults with care and support needs.

3. Definition of a 'Visitor'

A visitor to the College is someone who is attending the college to conduct a college-based service, hold a discussion or provide information who attend on an infrequent basis. Many visitors will make a once only visit for a specific meeting, some will be occasional visitors such as parents or carers or external agencies to discuss student progress/performance/support.

4. Staff Responsibilities for visitors on campus

UK Graduate works with many external organisations to provide a range of services to students, staff and the college campuses. This information is communicated in student handbooks, on campus posters and banners. Anyone who is not a member of staff or a student is classed as a 'visitor'.

All staff have the responsibility to ensure:

- Reception is informed of a visitor attending site to ensure that all visitor records are maintained at reception.
- A visitor is always accompanied on site by a member of staff
- Visitors are not be left alone with students at any time
- Any concerns about a visitor are shared with the Safeguarding team immediately

5. Definitions and Types of Visitors

This policy recognises that there will be regular visitors to college campuses for a variety of reasons. These regular visitors who have business to attend to with students, staff and the campus facilities should have a DBS record held by HR, Safeguarding or Estates teams as appropriate.

In addition, an external speaker attending college for a course activity must be approved to be on campus using the External Speakers Policy.

When the campus is closed to students (for example during a college holiday period when students are not present), and therefore no regulated activity is occurring, contractors without a DBS record do not need to be accompanied at all times and may be allowed to work without direct supervision. To ensure that no regulated activities occur when a contractor without a DBS is to be allowed to work when unaccompanied, permission must be requested by the Estates teams and approval provided in advance by the GVP Curriculum Support & Business Development or Director of Curriculum Support. This is in line with the Keeping Children Safe in Education guidance for regulated activity.

6. Visitor procedure

Visitors can be allocated a visitor parking space through the estates team at each campus, spaces will be provided based on availability.

Visitors must:

- register their car registration number at reception as they sign into the College
- Sign in at reception completing the visitor register
- read the college visitor information sheet 'keeping you safe'

- Complete questionnaires as relevant, such as in a Pandemic
- Remain with a member of staff at all times

7. GUIDANCE FOR STAFF

If you are concerned that a child or vulnerable adult within the College has suffered maltreatment relating to a visitor on campus you should report the concern. It doesn't matter how insignificant the concern may seem.

The concerns should be raised with a line manager, member of the Safeguarding Team or the Senior Leadership Team. In a holiday period the Director should be informed.