



OXFORD
TUTORIAL COLLEGE

Visitors Policy and Procedure

Last updated: August 2018

Date to be reviewed: June 2019

Visitors in College

Oxford Tutorial College would like to extend a warm, friendly and professional welcome to its visitors.

The College understands that it has a duty of care for the health, safety, security and wellbeing of all staff and students which incorporates the duty to safeguard all its students from subjection to harm, abuse or nuisance. In performing this duty, the College recognises there can be no complacency where child protection and safeguarding procedures are concerned. The College is therefore required to have in place a clear protocol for the admittance of visitors to the college including parents, volunteers and contractors. All visitors (without exception) are expected to comply with the following policy and procedures. Failure to do so may result in the escorted departure of the visitor from the college premises.

The ultimate aim is to ensure the students can learn and enjoy curricular and extra-curricular experiences, in an environment where they are safe from harm or potential harm.

Entrances - The entrances to the Annex and Alfred Street are access controlled to prevent unauthorised entry. The entrance to Cambridge Terrace is monitored by CCTV cameras and has an internal staffed reception. If an external door is left open, please close it and report the incident to the Facilities Manager if there is a problem. The entrance to the main building in King Edward Street is also monitored by CCTV and a manned reception. However all staff should be vigilant and report any unauthorised visitors to reception. When entering the Annex or Alfred Street, staff should avoid allowing anyone inadvertently following them without using the control panels. The control panel code should never be passed on to anyone who does not work or study at the College.

Visitors – It is not always necessary to obtain a DBS check for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time (less than 3 days in a period of 30 days). However the designated member of staff must ensure that such visitors sign in and out at reception and collect a visitor's pass to be worn at all times whilst on the College premises. A leaflet highlighting safeguarding and health and safety matters pertinent to visitors is issued with the pass and should be read by such visitors before leaving reception. Once read, the leaflet should be kept in the plastic wallet provided for the visitor's pass. Such visitors should be escorted by a member of staff and not be left alone with any of the students or allowed to walk around without an escort e.g. to visit the toilet.

All staff should be sufficiently confident to politely challenge anyone in College who is not known to them and not wearing a staff, student or visitor's pass. The person should be guided to reception for the correct signing-in protocol or asked to leave the premises. As staff and students are required to wear their photo-ID lanyards at all times whilst on college premises, an unauthorised person should be easily identifiable. Any member of staff or a student who has forgotten to bring in their lanyard, should collect a temporary lanyard from Reception before proceeding any further. The lanyard should be returned to Reception at the end of the day.

1. Visitors Invited to the College (including prospective parents, agents and Educational Tour Operators)

Staff, organising a visit, must never assume that someone has DBS clearance.

Visitors Policy August 201819

a) All visitors will be logged in the Visitors Record Book kept in reception and will be expected to wear a visitor's pass giving their name and details of the organisation they represent. Visitors will also be given a leaflet providing useful safeguarding and health and safety information which they are expected to read before leaving reception. Once read, the leaflet should be retained with the visitor's pass in the wallet provided. If there is any doubt regarding the visitor's identity or the purpose of the visit, then ID should be checked. 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.

b) On departing the College, visitors should leave via reception, sign out and return their pass. A member of staff should escort the visitor to reception and wait until they have left the building. The visitor's pass should then be destroyed to avoid fraudulent use (the lanyard, wallet and leaflet can be reused).

2. Volunteers

Volunteers are people who enter the College on a regular basis to support the work of the College. They should not be left alone with students and must be escorted to and from reception to sign in and out and issued with a visitor's pass. A DBS check and references will be required for any post involving regular contact with students e.g. more than 3 days in a 30 day period and it should be recorded on the Single Central Register.

Volunteers must be clear of their level of interaction with students and confidentiality must be respected at all times.

3. Contractors

Contractors who are in College on a regular basis (more than 3 days over a 30 day period) should have a relevant DBS certificate and this should be recorded on the Single Central Register. Contractors should sign in and out via Reception and be issued with a visitor's pass. Contractors who are not DBS checked must be escorted at all times by a member of staff.

4. Sports Coaches

Sports coaches must have references and have been DBS checked by the College or the organisation for which they are employed and confirmation of these checks should be obtained by the College. Proof of identity should be available when signing in and a pass should be issued.

5. Social Services and Police Officers

These personnel will have been checked by the relevant authority but if not in uniform, they should be asked for proof of identification. All officers should sign in and out of the building at reception and be issued with a visitor's pass.

On occasion, police officers request interviews with students to assist them with police enquiries. They will be granted access once parental permission has been given. The only exception to this will be in rare child protection cases when police and social services personnel may be granted access by the Principal or other authorised person without parental consent being sought.

6. Staff Development

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

7. Other Related Policies

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

- Safeguarding and Child Protection Policies
- Health and Safety Policy
- Fire Safety Policy
- First Aid Policy