



ACORN HOUSE COLLEGE

Visitors Policy and Procedure

Acorn House College

Authorised by	The principal and the proprietor
Date	December 2015
Effective date of the policy	March 2016
Circulation	Teaching staff, all other staff, volunteers, parents and students (on request)
Last review date	June 2018
Next review date	June 2019

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Overview

All visitors must sign in at reception on arrival and sign out on departure. 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.

On arrival visitors are given:

- Summary of the Acorn House College safeguarding information
- The fire evacuation procedure
- A lanyard with temporary 'visitors' badge to be worn at all times whilst on site and given up on departure

The visitor must not be allowed to move about the site unaccompanied unless they are an approved visitor (please refer to 'Approved Visitors' section below). All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on College premises. Instructions for evacuation in case of emergency and safeguarding are issued at the same time.

Students are not allowed to invite their friends who are not members of the College on to the premises.

The policy applies to:

- All external visitors entering the school site during the school day or for after school activities (including peripatetic tutors, suppliers and ex-students)
- All parents and volunteers
- Building & Maintenance and all other independent contractors visiting the school premises

Approved Visitors

The College staff are aware of approved visitors who frequently visit the College site to undertake work within the College (including contractors and supply staff). Approved visitors are required to follow the same procedures as normal visitors on entry to the premises.

Contractors

Contractors include people engaged to perform work who are not directly employed by the College. In many instances work processes will be carried out near classrooms or other areas occupied by students or staff while the school is in operation.

Contractors will be appropriately supervised at all times whilst on the premises* - this includes contractors who have not completed all background checks as required by Acorn House College and the Department for Education.

If the school is concerned with inappropriate activities being undertaken these will be raised immediately with the Contractor and the school's Designated Safeguarding

Lead or Deputy Safeguarding Lead. When contractors are carrying out a regulated activity, the individuals concerned will be supervised at all times. Contractors with access to children will be supervised at all times by a member of staff. Regular contractors will be asked to supply proof of identity checked each time he or she visits the school, evidence of all required checks including a DBS check. Once the DBS check is received and evidence of all other required safeguarding checks, , such contractors will be added to the list of approved visitors but still required to sign-in in the usual way on arrival with a check of identity. The school will keep a record of all checks carried out on contractors.

**Appropriate supervision means that the contractor will carry out his or her work under the direct observation of a designated staff member or in circumstances when contact with children is unlikely, he or she will be visited at the place of work every 15 minutes.*

Supply Staff

The College ensures all supply staff are fully vetted and a vetting document has been obtained from the supply agency. Supply staff must bring formal identification and a current enhanced DBS check when visiting the College premises. These documents are reviewed by the Principal and entered into the College's Single Central Record.

Private Examination Candidates

Acorn House welcomes many candidates each year onto its premises to use as an examination centre. Many of these candidates are children (under 18 years old) but some are adults (over 18 years old). Candidates above the age of 18 will be asked to stay in Lab 8, which is a supervised area. Adults who accompany candidates and wishes to wait on the premises will have to sign in at reception. They will have to remain in Lab 8. Private candidates will be required to follow the following procedure:

- Sign in as visitors
- Present identification for checking by the admin staff in attendance
- Wait in a designated, supervised waiting area
- Be escorted to the examination room
- Private candidates are allowed to leave the exam room once exam is finished. If they decide to leave the exam early candidates will be advised to leave the College after they have handed the paper in.

If private candidates have examinations in multiple sessions on the same day (for example in the morning and the afternoon) they are allowed to stay in Lab 8. If necessary, they will wait in a separate room under supervision.

Candidates without valid identification will not be allowed to sit examinations and will be asked to leave the premises. The principal will be asked to adjudicate in this matter if there is any doubt and his decision will be final.