



Visitors Policy & Procedure

Introduction

Trinity Specialist College encourages parents, carers, visitors and multi-agency professionals to visit the College and believes that there are many potential benefits which can result from increased interaction with the public.

The Senior Management Team assures all visitors a warm, friendly and professional welcome to our 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 Senior Management Team (SMT) to ensure that this duty is uncompromised at all times.

In performing this duty, the SMT recognises that there can be no complacency where students’ protection and safeguarding procedures are concerned. The College therefore requires that **ALL VISITORS** (without exception) comply with the following procedures. Failure so to do may result in the visitor’s escorted departure from the college site.

Protocol and Procedures for Visitors to the College

All multi-agency professionals and visitors to the College will be asked to bring formal identification with them at the time of their visit.

All visitors must follow the procedure below:

- Visitors should park either on Lindridge Road or in a pre-designated space prior arranged with the College.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the College via any other entrance under any circumstances.
- At reception all visitors must state the purpose of their visit and who has invited them.
- Professional visitors and multi-agency professionals should be ready to produce formal identification upon request.
- All visitors will be asked to sign in on the Visitors Register which is kept on Reception.

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- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- 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.

Multi-agency professionals visits to College

- For clarity and the protection of staff and students, all visits and appointments in College with multi-agency professionals should be attended by two College staff members.
- One staff member should take minutes of the visit/meeting.
- Basic details of the visit/meeting should be recorded in the Multi-Agency Visits recording Book stored in reception (Refer to Multi-Agency Policy and Procedure).
- If the frequency of visits by multi-agency and professional will be weekly or more than 3 occasions in 30 days, then their details will be entered into the College Single Central Record. A letter from their employer will be required to state they have the right to work in the United Kingdom and confirmation of their cleared DBS together with their disclosure number and date.

Visitors Departure from College

- Visitors will be escorted by their point of contact or a staff member to reception.
- Upon departure from College all visitors must sign out of the Visitors Register entering the time they depart.
- Visitors must also hand over to reception their visitors badge.