



Fairfield Farm College

Visitors Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P031	September 2017	September 2019	Principal

To provide young people with opportunities to be successful and make a positive contribution within their community.

Visitors Policy

Fairfield Farm College offers all visitors a warm and friendly welcome to the college. Our reception area is a work-based learning classroom and students will greet you both on the phone and in person at reception.

Fairfield Farm 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 discrimination, harm and abuse. The College requires ALL VISITORS (without exception) to comply with the following policy and procedures. Failure to do so may result in visitor's being escorted from the site.

Application of policy

The college is responsible for its students anywhere on the campus (including college houses for residents), on organised off-site activities during normal college hours. The policy applies to:

- All staff employed by the college
- All trustees
- All external visitors (including volunteers working with students)
- All parents/families
- All students
- Independent contractors

Procedures

All staff will:

- wear an identification badge at all times on the college campus and on organised activities
- sign out during the day for safety purposes, e.g. in case of a fire

All trustees will:

- report to reception and sign in
- will wear a 'trustee' badge whilst on the campus
- sign out and return badge on leaving

All visitors (including parents/families and contractors) will:

- report to reception and state purpose of visit and who has invited them
- be prepared to show proof of identify
- sign in to the formal visitors record file
- read the visitors leaflet and carry it with them
- wear a visitor badge at all times during the visit
- be escorted to their point of contact or their point of contact will collect them from reception
- not be allowed to move around the college unaccompanied
- sign out and return badge on leaving

Unknown visitors:

- any person(s) not wearing a visitor badge should be politely questioned by college staff
- they should be escorted to reception to ensure they are signed in, issued with the visitor leaflet and a visitor badge
- if staff are met with any resistance, a member of the management team should be contacted immediately
- if the person(s) become abusive/aggressive, they should be asked to leave the site immediately, failure to do so will leave the college grounds to call for police assistance

Trustees and volunteers

All trustees and volunteer helpers must complete a DBS online disclosure. All trustees and volunteers must sign in/out.

Staff development

All staff will be made aware of this policy during induction and training.

BY ORDER OF THE BOARD

Dr T Pagett
CEO/Principal
September 2017