



**Wirral Met College**

# Visitors' Policy

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## **Policy Statement**

Wirral Metropolitan College aims to operate an open and welcoming environment.

However, the College also adheres to stringent and secure Safeguarding policies, which are in place to protect staff and students at all times. In addition, the Health and Safety of our visitors remains a priority for the College.

Visitors are defined as guests who attend a College site for a temporary period of time, and who are not employed by, or enrolled at, the College. Visitors may include parents, external contractors, clients of the Hair & Beauty Salons or Birches Restaurant, representatives of external organisations, volunteers and potential students.

This policy is in place to ensure that Wirral Metropolitan College meets the revised (September 2016) 'Keeping Children Safe in Education' Statutory Guidance and The Care Act 2014.

The College recognises the need to know who is on site at any given time and that they and others are safe. As a secure learning environment the College must ensure all visitors are known and that there is a robust process for protecting our staff and students.

## **The Policy**

- All visitors to any site must sign in at Reception.
- Sub-contractors working on site are subject to the Control of Contractors Health & Safety Policy and are subject to enhanced checks and supervision by the Facilities team.
- Visitors are issued with a red visitor's lanyard with a visitor's badge which they must wear when on site.
- Visitors are issued with a yellow 'Emergency Procedures' card.
- In the event of an emergency evacuation, visitors are to be accompanied to the assembly point
- Whenever possible, Reception should be advised in advanced of any visitors that are expected using the 'Events@wmc.ac.uk' email box.
- All staff should take responsibility for challenging an individual not wearing a badge.

## **Potential students and parents/carers visiting for IAG, interviews, assessments or Open Evenings**

Student Services/Reception should be advised in advance of the names of any potential students attending interviews or assessments. These visitors can sign against their names, be issued with a visitor's badge or sticker and are then allowed into the College.

If the visitor's name is not on the list, a member of staff will need to sign them in.

Events that invite general visitors, e.g. Open Evenings or IAG drop in, must sign in on arrival and will be issued with a visitor's sticker.

## **Children on Site**

Unaccompanied children aged under 16 are not allowed on site during the day unless they are enrolled at the college as a student.

Accompanied children are permitted to attend parents/ open evenings, exhibitions etc. at the discretion of the duty manager, and accompanying adults must ensure that they stay with the children at all times and take full responsibility for their behaviour and safety whilst on site.

Children must be signed in as with other visitors.

### **Main Enrolment Period**

During the main enrolment period (end of August/beginning of September), successful applicants are invited in to enrol in the HE centre at Twelve Quays. In this defined area of the College at this time these individuals and accompanying visitors are not required to sign in.

### **Patrons to the Birches Restaurant and Salon**

Patrons must sign in at main Reception as a visitor when visiting the site and must be issued with a visitor's badge or sticker.

### **Support Workers**

If students have their own support workers attending them, this support must have been previously agreed through the Additional Support Manager who will advise reception in advance.

Reception will ask for sight of the support workers ID badge for their own organisation.

Support workers may then be signed in as a visitor.

At the discretion of the Additional Support Manager, support workers who will be here on a longer term basis may be allocated a staff badge.

### **Guest speakers**

When guests are invited in to speak to students, the member of staff organising the visit must:

- Be present during the visit
- Know, in advance, the broad content of the presentation to ensure it is in keeping with the College's values (e.g. with regard to Equality and Diversity, Safeguarding and British Values)

Meet the visitor at Reception, ensure they sign in and display a visitor's badge, and accompany them while on the premises.