

Visitors - Policy and Procedure

Introduction

This policy and its procedures are applicable to all visitors at UK College of English.

Visitors: these will be non-staff members who are on site normally at the invitation of UKCE in relation to the operation of the college and its social programme or connected in some way to the delivery of the UKCE programme. These visitors are our responsibility and must be handled in accordance with this policy.

UKCE Visitor Procedure

All UKCE visitors must report to reception.

- At the reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to show formal identification where appropriate and when requested.
- All visitors will be introduced to a member of the reception and be asked to sign into the Visitors book.
- A member of the reception will issue each visitor with a visitor's badge containing important safeguarding information.
- All visitors in our Soho Street centre will be asked to read the condensed safeguarding policy in a leaflet at reception.

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 departing the school, visitors should leave via the school reception, sign out of the visitors' book and return their visitor's badge.

UKCE Visitors whose purpose is to work with children in some capacity:

Visitors may work with pupils in a variety of capacities, for example, to deliver a lecture (normally supervised by a member of staff); to meet with small groups of pupils or individuals.

Anyone working with children must have Basic Awareness Safeguarding training. Staff should ensure that all normal visitor policy requirements are followed.

Any visitor who is not DBS checked must not be left alone with pupils at any point. This includes whole class or small group teaching in the building.

If a visitor has DBS clearance and has completed Basic Awareness Safeguarding training, they may work with children unaccompanied by another member of staff. This must be agreed in advance by the Designated Safeguarding Lead.

Regular visitors to the college must have DBS clearance.

Any visitor delivering a lesson or assembly must comply with the requirements of the visiting speaker's agreement (see below)

Unknown/uninvited visitors to the College

Anyone suspected of not being a member of staff or a visitor should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to the school reception to sign in using the visitors' book and be issued with a visitor's badge and asked to read the condensed safeguarding policy in one of the leaflets at reception.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Designated Safeguarding Lead must be immediately reported.

The Designated Safeguarding Lead and/or members of the senior management team will consider the situation and decide if necessary, to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Reviewed in January 2022

Reviewed annually or more often if required.



APPENDIX

Visiting Speakers/ Activity Leaders Agreement at UKCE.

We understand the importance of visitors and external agencies to enrich the experiences of our children.

In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below.

- Any messages communicated to children at a UKCE College support fundamental British values and support the purpose of international education.
- Any messages communicated to pupils are consistent with the ethos of UKCE and do not marginalise any communities, groups or individuals.
- Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of pupils.

Visitor Name:.....

Visitor Organisation:.....

Visitor Signature:.....

Date:.....