

VISITORS POLICY AND PROCEDURES

Introduction

Inclusion Hampshire (Inclusion) has a duty of care for the health, safety, security and wellbeing of all learners and staff. This duty of care incorporates the duty to "safeguard" all learners from subjection to any form of harm, abuse or nuisance. It is the responsibility of the senior staff to ensure that this duty is uncompromised at all times. In performing this duty, the staff recognises that there can be no complacency where child protection and safeguarding procedures are concerned. Inclusion Hampshire therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the Inclusion Hampshire site.

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both young people, the reputation of Inclusion and the visitor. Where appropriate, risk assessments should be undertaken. The Centre Manager or person in the Lead role should be aware of visits in advance. The Centre Manager or person in the Lead role also withhold the right to refuse entry to any persons should they deem it necessary, their decision would be final.

Types of visitor

There are a number of different types of legitimate visitors to Inclusion. Visitors who attend Inclusion in connection with young people and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.

Visitors attending to work with the young people in roles such as peripatetic tutors and sports coaches.

Visitors who attend Inclusion in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers.

Other legitimate visitors i.e. parents, parent helpers and Trustees.

Authorised Visitors

An authorised visitor is defined as:

- a) a person who is a learner of Inclusion;
- b) a parent or guardian of such a learner;
- c) a person employed by Inclusion, or a Volunteer;
- d) a person who is otherwise on the premises for a lawful purpose (e.g. delivering mail, collecting refuse)
- e) a person who is invited to attend an event, a class or a meeting on Inclusion premises providing that person is on the premises for that particular purpose and has signed in, in accordance with the procedures outlined below.

Protocol and Procedures for Visitors

Once on site, all visitors must report to the person in the Lead role at the Centre. Visitors must enter via the main entrance and are not permitted to enter the centre via any other entrance under any circumstances.

All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign the Visitors Record Book making note of their name, organisation and who they are visiting.

The contact staff member will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied.

POLICY IMPLEMENTATION

The Chief Executive is responsible for ensuring the implementation of this policy and that regular reviews take place.

The DSL is responsible for ensuring updates pertaining to safeguarding are passed to the Chief Executive to be written into this policy.

The staff have a responsibility to adhere to this policy and will be made aware of this as part of their induction, supervision and on-going training.

Failure for staff to act in line with this policy will result in disciplinary action.