

Visitors Policy

January 2025



1. RedEverywhere Visitors Policy

1.1 Red Everywhere assures all visitors a warm, friendly, professional and welcoming whatever the purpose of their visit.

1.2 RedEverywhere 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 Board of Directors and senior staff to ensure that this duty is uncompromised at all times.

1.3 In performing this duty, the Board of Directors recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The Provision therefore requires that **ALL VISITORS** (without exception) will need to comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the site.

2. Policy Responsibility

2.1 The Programme Manager is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the site and reception staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to the Programme Manager.

3. Aim

3.1 To safeguard all children under Red Everywhere Zone’s responsibility both during provision hours curriculum and out of class hours activities which are arranged by the RedEverywhere.

4. Objectives

4.1 To have in place a clear protocol and procedure for the admittance of external visitors to the provision which is understood by all staff, Directors, visitors and parents and conforms to child protection and safeguarding guidelines.

5. Where and to whom the Policy Applies

5.1 Our learning provision is deemed to have control and responsibility for its students anywhere on the provision site, during normal delivery hours, during after activities and on organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by the RedEverywhere
- All external visitors entering the provision site during the day or for after activities
- All Directors of RedEverywhere
- All parents and volunteers
- All students
- Other Education related personnel
- Building & Maintenance and all other Independent contractors visiting the premises
- Independent contractors who may transport students on minibuses or in taxis

6. Protocol and Procedures

6.1 All visitors to the provision will be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

- Once on site, all visitors will report to reception first. No visitor is permitted to enter the provision via any other entrance under any circumstances.
- At reception, all visitors will need to 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 which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- 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.

7. Approved Visitor List

7.1 RedEverywhere will hold an approved visitor list for visitors who frequently visit the provision site to undertake work within the provision (i.e. volunteers, mentors).

7.2 To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the Provision's Central Record AND
- b) A current clear DBS children's barred check has been undertaken AND visitors on the approved List **WILL** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

8. Visitors Departure from Provision

8.1 On departing the provision, visitors **WILL** leave via reception and:

8.2 Enter their departure time in the Visitors Record Book alongside their arrival entry

- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

9. Unknown/Uninvited Visitors to the Provision

9.1 Any visitor to the provision site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on site.

9.2 They should then be escorted to reception to sign the visitor's book and be issued with an identity badge.

9.3 The procedures under "Visitors to the Provision above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and inform the Programme Lead.

9.4 The Programme Manager will consider the situation and decide if it is necessary to inform the police.

9.5 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 provision grounds, police assistance will be called for.

10. Directors and Volunteers

All Directors and volunteers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the office.

10.1 RedEverywhere will check all Directors and Volunteers DBS certification is current (i.e. less than three years old) Thereafter, procedures as per above should apply.

10.2 New Directors will be made aware of this policy and familiar with its procedures as part of their induction.

10.3 New volunteers will be asked to comply with this policy by the COO when coming into the provision an activity or class supporting role.

11. Staff Development

11.1 As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

12. Use of External Agencies and Speakers

12.1 Please refer to Preventing Extremism and Radicalisation Policy for further guidance.

13. Monitoring, Evaluation and Review

13.1 RedEverywhere will review this policy at least every year and whenever there is a change in legislation or guidance. We will assess its implementation and effectiveness. The policy will be promoted and implemented throughout Red Everywhere.

Next Review Date: 1st January 2026

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