

Version	1
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Review Date	Subject to changes in College policy/legislation

A Purpose

A.1 To ensure that all visitors are provided with appropriate access to the College site at times when students are on site, to ensure the safety of students and staff within College.

A.2 To ensure that staff are aware of who is an authorised visitor on site and can challenge visitors appropriately.

B Guidelines

B.1 During term time all visitors will be checked at entry onto the College site by contracted security staff and those authorised to access will be directed to report to reception. All staff and students are required to carry college identification which will be checked on entry to the site by security.

B.2 All visitors are required to sign in electronically at reception. They are provided with temporary photographic identification for the duration of their visit. In the event of a system failure or when warranted due to the type of event, visitors will sign in manually and will be provided with a visitor badge.

B.3 All visitors are required to sign out at reception before leaving the College site.

B.4 All visitors will be provided with a lanyard which indicates that they are a visitor on site. The colour of lanyard determines their level of access whilst on site, enabling staff to challenge appropriately.

GREEN lanyard: This indicates that a visitor can move around the College site independently. Visitors provided with a green lanyard include; approved contractors included within the Single Central Record, contractors appointed by SMBC through either the property services or health & Safety contracts (*SMBC check and validate their DBS*); all Ricoh engineers (*RICOH check and validate their DBS*), Trust staff included within the Trust Single Central Record and visitors authorised by Vice Principal responsible for events, for visitors with evidenced valid DBS e.g. OFSTED inspectors.

RED lanyard: This indicates that a visitor should be accompanied at all times whilst on site. Any visitor not explicitly meeting criteria for a green lanyard will be provided with a red lanyard. Examples include, Parents, Interview Candidates, Guest Speakers and any visitor where the entitlement to a green lanyard is not known by reception staff.

B.5 Lanyards include Health and Safety / Safeguarding guidance which all visitors are required to read.

C Open Events

C.1 The College will host Open Events and Interview Events at which time a large number of visitors will access the College site.

C.2 At these times a separate Risk Assessment is to be completed to ensure that students and staff are safe whilst on the College site.