



*1Wirral Met Logo*

# Visitors' Policy

Document status	
Document owner	Vice Principal Curriculum
Document author	Head of Marketing and Communications
Document type	Policy
Date of document	December 2024
Version number	10
Review requirements	Annual
Date of next review	December 2025
Approval body	SLT
Publication	All Staff and Students / Website
Code	PO63

## **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 campus for a temporary period and who are not employed by, or enrolled at, the College. Visitors may include parents, external contractors, clients of the Hair & Beauty Salons or Met at the Square, representatives of external organisations, job applicants, volunteers and potential students.

This policy is in place to ensure that Wirral Met College meets the revised (September 2022) 'Keeping Children Safe in Education' Statutory Guidance and The Care Act 2014.

The College recognises the need to know who is on campus 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 campus must be signed in at Reception.
- Sub-contractors working on campus are subject to the Control of Contractors Health & Safety Policy and are subject to enhanced checks and supervision by the Facilities team.
- Visitors sign in, are issued with a visitor's lanyard and sticker, and an Information for College visitors bookmark detailing emergency evacuation processes, safeguarding processes and first aid information.
- All visitors will be asked whether they require any specific assistance whilst on campus and appropriate arrangements will be made
- In the event of an emergency evacuation, visitors are to be accompanied to the assembly point by the person they are visiting. If arrangements are required to support visitors who may have additional needs in the event of an emergency, these should be made prior to the visit if possible and are the responsibility of the receiving member of staff.
- Whenever possible, Reception should be advised in advance 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 will be signed in against their names, and are then allowed into the College.

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

## **Children on Campus**

Unaccompanied children aged under 16 are not allowed on campus during the day. 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 at a dedicated campus. In this defined area of the College at this time these individuals and accompanying visitors are not required to sign in.

## **Patrons to Met at the Square or Hair & Beauty Salons**

Patrons must sign in as a visitor when visiting the campus and must be issued with a visitor's lanyard and 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. All external support workers will need to have previously completed a third party workers form if they are to accompany students to any taught sessions..

Reception will ask for sight of the support workers' ID badge for their own organisation. Support workers will 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 to be used for identification only, all electronic capabilities will be removed from the 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, Diversity & Inclusion, Safeguarding and British Values)

This applies whether the guest is on site or delivering a virtual presentation.

if the guest speaker is attending in person the staff member must meet the visitor at Reception, ensure they sign in and display a visitor's badge, and are accompanied while on the premises.