

RISK MANAGEMENT

VISITORS

8.13

Policy Rationale

CCAЕ aims to provide an open and friendly learning environment, which values and actively encourages visitors to CCAЕ. At the same time recognise our duty of care to ensure a safe environment for students and staff, and recognise responsibility to protect and preserve resources against theft, vandalism and misuse. Whilst actively encouraging an inviting and open environment, the safety of students, staff and resources remain our highest priorities.

Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the college day.

Policy Aims

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitors and manages visitors, whilst not compromising the open and inviting nature of CCAЕ.

Procedure – Responsibility

- All visitors will be required to report to the administration office prior to undertaking any activity within CCAЕ, where they are required to sign a “Visitors” book and will be assigned a “Visitors” badge which they must wear at all times. Visitors are required to report to the administration office at the end of their visit to return their badge and to “sign out” in the Visitors book.
- Comfortable and non-intimidating waiting and interviewing spaces will be made available near reception..
- Visitors will be provided with directions, and will be made aware of any hazards etc that may impact upon their safety or comfort.
- This process for managing and monitoring visitors will be regularly published in the CCAЕ newsletter, and will appear at all entrances.
- Visitors within CCAЕ who have failed to follow this process will be reminded to do so.

Procedure – Consequences for Breach

- Under the Summary Offences Act 1966, the Manager reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within CCAЕ. The Manager also has the authority to invite or exclude people from using or being within CCAЕ boundaries outside operating hours.

Procedure – Evacuation

- The school’s emergency management procedures will ensure that visitors at the time of any emergency or practice drill will be recognised and be appropriately catered for and escorted to a safety area.

Evaluation

This policy will be reviewed bi-annually