

VISITOR POLICY

CATEGORY	Finance & Estates
POLICY OWNER	Facilities Service Manager
DATE & VERSION	08-11-2022 - Version 3
APPROVED BY	Director of Operations & Sustainability
REVIEW FREQUENCY	Annual

Contents

SECTION	CONTENT	PAGE NUMBER
1	Policy Purpose <ol style="list-style-type: none"> 1. Objectives 2. Scope of Policy & Awareness 	3 3 3
2	Policy Statement	3
3	Policy Implementation <ol style="list-style-type: none"> 1. Key Principles 2. Roles & Responsibilities 3. Definitions 4. Campus Access and Parking 5. Driving on Campus 6. Restricted Access Areas 7. Prohibited Access Areas 8. Visitors to St Donat's Church 9. Visitors to St Donat's Nursery 10. Day Visitors to the College (excluding bulk deliveries) 11. Bulk Load Delivery Drivers 12. Event Visitors 13. Overnight Visitors to the College 14. Visitors Departure from the College Campus 15. Unannounced Visitors to the College Campus 16. Unidentified Visitors to the College Campus 17. Uncooperative Visitors to the College Campus 	4 4 4 5 5 6 6 6 6 7 7 8 8 8 8 9 9 9
4	Related Information	9
5	Policy Measurement and Reporting	9
6	Appendices <ol style="list-style-type: none"> 1. Visitor Lanyard colour, required checks and campus access level 2. Event Visitor access details 	10 10 12

1. Policy Purpose

The purpose of this policy is to safeguard all students and visitors under UWC Atlantic responsibility, at all times. The ultimate aim is to ensure that students can learn and reside in an environment where they are safe from harm.

The Facilities Service Manager is responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the Designated Safeguarding Person/s as appropriate. All breaches of this policy must be reported to the Facilities Service Manager.

1.1 Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to UWC Atlantic which is understood by the whole of the college community and conforms to child protection and safeguarding guidelines.

1.2 Scope of Policy and Awareness

The policy and awareness of the policy applies to:

- All staff
- All residents
- All external visitors including;
 - Governors and volunteers of the college
 - Parents and students
 - Staff and residents' visitors
 - Other education related personnel (County Advisors, Inspectors)
 - All external contractors visiting the campus
 - Alumni
 - Event attendees
 - St Donat's Nursery staff and parents
 - St Donat's Church attendees

2. Policy Statement

The college 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 all staff to ensure that this duty is uncompromised at all times.

It is recognised that there can be no complacency where child protection and safeguarding procedures are concerned. The college therefore requires that all visitors (without exception) comply with this policy and all associated procedures. Failure to do so may result in the visitor's escorted departure from the college campus.

3. Policy Implementation

3.1 Key Principles

Campus users will be issued with an ID badge and lanyard (**Appendix 1**) which they are required to wear at all times when visiting the college during term time. Event attendees, nursery parents/guardians and church visitors are exceptions to this rule due to the College holding contact details for these on a central system (Eventbrite or Google Drive).

UWC Atlantic encourages all staff and students within the college community to challenge anyone on campus who is not wearing a lanyard and is not part of a prearranged event.

Any visitors under 18 years of age must be accompanied by a parent, legal guardian or appropriate adult (with the exception of event attendees or residents' visitors).

3.2 Roles and Responsibilities

- Welcome Team
 - Greet all visitors on arrival, ensuring that the appropriate visitor arrival process is followed
 - Only issue Sateon access cards to DBS checked visitors who are permitted unauthorised access to college areas
- Students
 - Ensure all visitors are authorised by the students' Tutor.
 - Students are responsible for welcoming their visitor/s and escorting them throughout their visit to campus.
 - Students are responsible for ensuring their guests do not enter prohibited or restricted areas as per points below.
 - Students are responsible for ensuring their visitors have departed campus by nightfall/check-in, whichever is the earliest.
- Staff and residents

- ensure all visitors (business or personal) are announced to the Welcome Team by completion of the TOPdesk Visitor Module, which can be found via the college intranet - <https://uwcatlantic.topdesk.net/tas/public/ssp/>
- Tutors who are responsible for approving student visitors must ensure that they log the students' visitors via the TOPdesk Visitor Module
- are responsible for welcoming their visitor/s and escorting them throughout their visit to campus, or ensuring that the correct checks have been carried out as per Appendix 1 if the visitor is authorised to be unaccompanied.
- Staff are responsible for ensuring their visitors have departed campus.
- Visitors
 - Report to the reception building at Main Drive on arrival to campus, providing identification as required. When departing campus, visitors must report to the Welcome Team in the reception building, returning their ID badge, lanyard, any keys issued and also to sign out via the InVentry Visitor Management Software.

3.3 Definitions

ANPR system - Automatic Number Plate Recognition system

InVentry Visitors Management System - this software is capable of producing reports which will be used in the case of evacuations, and it retains the names of visitors, times, host information, vehicle registration numbers, along with taking a photo of the visitor. The system is GDPR compliant.

3.4 Campus Access and Parking

Access for visitors is to be made only via the vehicular gate at Main Drive, unless alternative access has been pre-arranged by the college (i.e. contractors, large events).

Access for staff can be made via Main Drive.

Access for campus residents can be made via Main Drive or West Drive.

There is an Automatic Number Plate Recognition (ANPR) barrier system in place at Main Drive.

Car parking is available on campus.

Visitors will be directed to the appropriate car park for their visit.

Visitor Policy	Version 3	Page 5 of 12
----------------	-----------	--------------

3.5 Driving on Campus

Whilst driving on campus, ensure that you ;

- a) do not exceed a speed of 10MPH
- b) signal when turning to indicate to pedestrians and other road users your intentions
- c) remain observant and vigilant. There are many areas where students and other pedestrians cross roads where there are no official crossings. These areas may be on bends, obscured by buildings, trees or other obstacles. Be cautious.

3.6 Restricted Access Areas

Certain areas of campus are strictly restricted access; no visitors are permitted into these areas unless they are accompanied by a staff member, adult campus resident, have a valid DBS check or have pre-arranged college permission. These areas include;

- Classrooms
- Lower floor Sports Hall
- Staff room
- Swimming pool (indoor and outdoor)
- Health Centre

3.7 Prohibited Access Areas

Access to Student Houses is strictly prohibited with a two day exception being;

- at the start of the academic year, and
- graduation

where parent/guardian assistance with student arrival/departure may be required.

3.8 Visitors to St Donat's Church

A list of regular congregation members will be provided by the church warden, with members listed having completed the '[ANPR application form](#)'. The associated vehicle registration plates will be entered into the ANPR system, allowing access to St Donat's Church at a specific time without the requirement to sign in via the InVentry Software.

Visitors wishing to access St Donat's Church who are not on the regular congregation members list, will be required to sign in via the InVentry Software, where they will read and

accept the college Visitor Agreement, provide their name, contact telephone number and vehicle details if applicable. Exceptions will be permitted for events pre arranged with the college such as weddings or funerals.

All St Donat's Church visitors must be off-site by nightfall or college check in time, whichever is earliest. Exceptions will be permitted when there are events pre arranged with the college.

3.9 Visitors to St Donat's Nursery

A list of regular visitors will be provided by the Nursery Manager, with the members who are listed having completed the '[ANPR application form](#)'. The associated vehicle registration plates will be entered into the ANPR system, allowing access to St Donats Nursery at specific times without the requirement to sign in via the InVentry Software.

Visitors wishing to access St Donat's Nursery who are not on the regular visitors list, will be required to sign in via the InVentry Software, where they will read and accept the college Visitor Agreement, provide their name, contact telephone number and vehicle details if applicable.

St Donat's Nursery visitors must only access the nursery to collect or drop off children, leaving campus immediately following this. Exceptions will be permitted when there are events pre arranged with the college.

3.10 Day Visitors to the College (excluding bulk load delivery drivers)

All day visitors to the college (excluding bulk load delivery drivers) must follow the procedures set out below;

- All visitors must report to the reception building at Main Drive. No visitor is permitted to enter the college campus via another entrance unless this has been pre-arranged by the college.
- At reception, visitors must state the purpose of the visit and who their staff or student host is.
- All visitors need to sign in using the InVentry Software where they are required to read and accept the college Visitor Agreement, provide their name, company details, host name, vehicle details and contact telephone number as applicable.
- Visitors may be required to provide one form of formal photographic identification on arrival

- All visitors are required to carry with them their InVentry photo ID badge and lanyard, which must remain visible throughout their visit.
- Contact with the visitor's host will be gained prior to the visitor accessing the college campus. The host will be responsible for the visitor whilst they are on campus.

3.11 Bulk Load Delivery Drivers

Furniture, large items or residents' food deliveries will be permitted access to unrestricted areas of campus where the staff member accepting the delivery is contactable.

Vehicle and driver access will be monitored by CCTV as far as practically possible.

3.12 Event Visitors

Visitors for on-site events are to remain within the confines of the event taking place and must not wander around college grounds unless this has been prearranged as part of the event (i.e. Castle Tours). College event organisers must provide a guest list to the Welcome Team in advance of the event, with names being checked as visitors arrive.

There is no requirement to sign in via InVentry as the guest list provides the names of all attendees.

See **Appendix 2** for the access details of different events.

3.13 Overnight Visitors to the College

Requests for overnight visitors must be directed to events@uwcatlanticexperience.com. Each request will be assessed by the Atlantic Experience Team on an individual basis and a risk assessment produced..

Authorised overnight visitors will be accompanied by their staff/student host as far as possible throughout their stay.

3.14 Visitors Departure from the College Campus

When departing campus, visitors must report to the Welcome Team in the reception building, returning their ID badge and lanyard.

Visitors must sign out via the InVentry Visitor Management Software.

All visitors must be off-site by nightfall or college check in time, whichever is earliest. Exceptions will be permitted when there are evening events pre-arranged with the college.

3.15 Unannounced Visitors to the College Campus

All visitors to UWC Atlantic are required to be hosted by a student or staff member.

Should a host be unavailable at the time an unannounced visitor wishes to access campus, the visitor is advised to contact the college to arrange a more appropriate time to take part in a hosted visit.

3.16 Unidentified Visitors to the College Campus

Any visitor who is on college premises not wearing an identity badge may be politely challenged by any member of the College Community.

The visitor should be escorted to the reception building where the Welcome Team will ensure that the appropriate visitor arrival process is followed.

3.17 Uncooperative Visitors to the College Campus

In the event that a visitor becomes abusive/aggressive, they will be asked to leave the college campus immediately and warned that if they fail to leave the local Police Authority will be called.

The Welcome Team Leader and Facilities Service Manager should be informed promptly, who will then escalate to Silver Command if deemed necessary.

4. Related Information

4.1 Relevant Policies

[Safeguarding & Respectful Community Policy](#)

5. Policy Measurement and Reporting

The Visitor Policy is reviewed annually by the Finance & Estates Committee of the Board, the Facilities Service Manager and the Director of Operations & Sustainability, as part of the annual review cycle and as part of the whole College development plan. Part of this review process will consider to what extent the policy is being used as an active working document.

The policy is communicated to the school community electronically on **Every** and is available on the UWCA website.

Visitor Policy	Version 3	Page 9 of 12
----------------	-----------	--------------

Appendix 1 - Visitor lanyard colour, required checks and campus access level

Role	Colour lanyard	Checks/ sign in process	Clearance	Access NOT permitted to these areas;
Staff	Red	DBS, References, Application form	Unrestricted access	NA
Governor or volunteer	Red	DBS, References, Application form. Sign in with InVentry	Unrestricted access	NA
College day visitor (including alumni, parent/guardian)*	Pink	Sign in with InVentry Host contacted to agree a meeting point, prior to entry	None - must be fully escorted by staff/student host	Classrooms Lower floor Sports Hall Staff room Swimming pool (indoor and outdoor) Health Centre Student houses
Non-DBS checked contractor*	Pink	Sign in with InVentry Host contacted to agree a meeting point, prior to entry	None - must be fully escorted	Classrooms Lower floor Sports Hall Staff room Swimming pool (indoor and outdoor) Health Centre Student houses
DBS checked contractor listed on the approved list (visiting on 4+ days in a 30-day period)	Green	Company DBS, Health & Safety records, Sign in with InVentry, photographic identification must be checked on arrival	Unrestricted access	NA, though the person responsible for the contractor must be notified when they arrive
Overnight visitor*	Pink/ Green	Sign in with InVentry, DBS status determines lanyard colour	Partial - must be escorted by staff/student host until guest retires to accommodatio	

Role	Colour lanyard	Checks/ sign in process	Clearance	Access NOT permitted to these areas;
St Donat's Church visitor - on regular congregation list*	None	None	Permitted access to church only	Anywhere apart from the church
St Donat's Church visitor - not on regular congregation list*	None	Sign in with InVentry	Permitted access to church only	Anywhere apart from the church
Bulk load delivery driver (unrestricted area)*	None	None	Partial - to external areas for delivery	Anywhere apart from outside the delivery building
St Donat's Nursery visitor - on regular visitor list*	None	None	Permitted access to nursery only	Anywhere apart from the nursery
St Donat's Nursery visitor - not on regular visitor list*	None	Sign in with InVentry	Permitted access to nursery only	Anywhere apart from the nursery

*All of these visitors must be expected to provide formal, photographic identification, which could be passport, driver's licence, national identity card or company identity card

Appendix 2 - Event visitor access details

Type of event	Eventbrite, TOPdesk or Spreadsheet guest list	InVentry sign in?	College ID/pass issued
2nd year parents arrival	Spreadsheet guest list (from iSAMS)	No	None
1st year parents arrival	Spreadsheet guest list (from iSAMS)	No	None
International show	Spreadsheet guest list	No	Wristband
Reunion	Eventbrite	No	Event lanyard
CAS experiences	Spreadsheet guest list	Yes	InVentry visitor badge
Pre-booked one-off events (concerts, christmas fayre, etc.)	Eventbrite	No	None
Walk-in one-off events (concerts, christmas fayre, etc.)	Book via Eventbrite on the day	No	None
Weddings	Spreadsheet guest list	No	None
Leavers Ceremony	Spreadsheet guest list or Eventbrite	No	None
Weekly Hire (pool, dance, SSLSC etc.)	Spreadsheet guest list	No	None
Summer Education Programme (residential courses)	Spreadsheet guest list	No	Event lanyard