



Visitors on Site - Security and Safeguarding Procedure

Introduction

It is important for safeguarding and security purposes that visitors to the College have an appropriate method of signing in and obtaining a visitors badge to enable college users to identify them whilst on site. Any college user or visitor may be requested to produce their identity badge on the reasonable request of a member of staff. They should also familiarise themselves with the emergency evacuation procedures and exits. If visitors are unhappy being asked to wear a lanyard, then a sticky label can be provided instead.

Any visitor to the College should sign-in/sign-out in the visitors' sign in stations provided at reception desks. They will be given a visitors badge to wear. Disabled and reserved parking bays must be respected. Safeguarding instructions are agreed on sign in and further information leaflets available.

If a safeguarding concern is raised or an allegation received relating to an incident that happened when an individual or organization was using the College premises, the College will follow their safeguarding policies and procedures including informing the local authority designated officer.

Student and Parents Visiting for Interview or to Meet with Staff

Students and parents visiting for interview should arrive and report to one of the main reception desks as directed by their interview invitation. They should follow the above process where practicable and are generally escorted throughout.

Contractors and Service Engineers

Truro and Penwith College will ensure that all contractors are aware of their legal obligations and responsibilities to perform all work in a safe manner and not endanger employees, students, visitors to the College, or themselves.

The Premises Manager, Deputy or the Premises Duty Manager will retain an overview of all contract work, including the safe and proper use of equipment, the correct use of protective equipment, and appropriate methods of protecting others from harm. They will be aware of where contractors are working and the impact on college activity while they are here. No contractors employed on any campus will be engaged in 'regulated activity' with young people or vulnerable adults. Regulated activity involves direct contact with, or supervision of, young people or vulnerable adults. Specifically, this means teaching, training, care, supervision, treatment or transport.

Before engagement, all contractors will be issued with a copy of the College Health and Safety Procedures, Working Practices and Site Rules for Contractors and Contracted

Providers of Services Invited to Work on College sites. Permits to work will be issued where necessary. These will be reviewed and updated annually and includes confirmation of their safer recruitment procedures with regard to young people and vulnerable adults.

All persons intending to carry out work at any of the College sites make contact with the Premises Manager, Deputy or the Premises Duty Manager, sign in and report before starting work. During the College working day during term time, (08.30 to 16.30) a contractors' badge will be issued and must be worn and visible at all times. When operatives are in an area which has been unlocked to give them access, they must ensure that doors are re-locked when they leave the area for any period of time.

Cleaners

Contracted cleaners are issued with, and wear, staff badges. They report to the Company Supervisor.

Delivery Persons

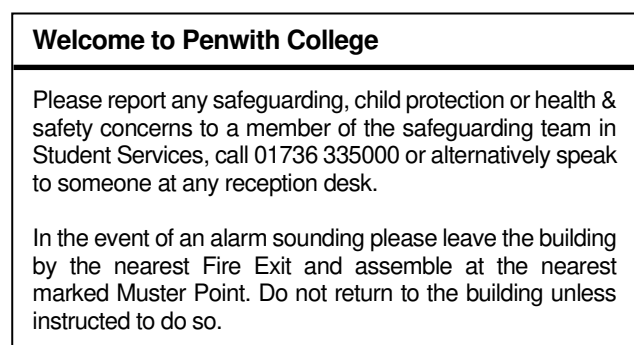
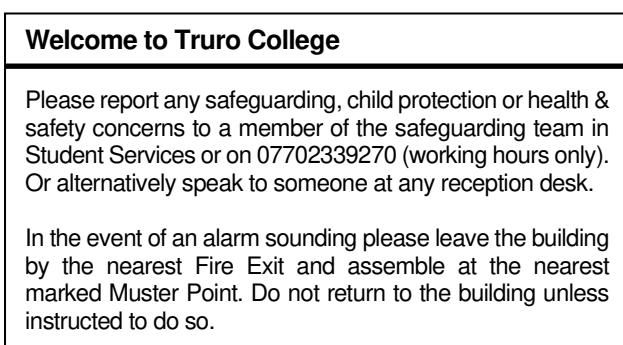
Delivery drivers report to the main reception on the campus on which they are working. Goods are signed for and retained at reception for dissemination by Truro and Penwith College staff. Food deliveries are made direct to kitchens, generally early in the morning and outside College main operating hours. Delivery drivers and assistants do not remain on campus.

Visitor Badges

Front



Back



Front



Part of Truro and Penwith College

VISITOR

Back

Welcome to Ottery Campus

Please report any safeguarding, child protection or health & safety concerns to a member of the safeguarding team in Student Services or on 01208 224456 or alternatively speak to someone at any reception desk.

In the event of an alarm sounding please leave the building by the nearest Fire Exit and assemble at the nearest marked Muster Point. Do not return to the building unless instructed to do so.