

Ambitious College Visitors Policy – The Pears Campus at CONEL

1. Purpose and Scope

At Ambitious College we welcome visits from all stakeholders looking to make the ordinary possible for our learners. Stakeholders for us include, parents, carers, , professionals, volunteers, community and the learner interested in enrolling. For visits to be successful for all stakeholders, we must ensure that there are procedures which are followed. The purpose of this visitors policy is:

1. To ensure the safeguarding of our learners and staff
2. To protect learners' dignity and privacy
3. To promote trust and confidence
4. To ensure that our learners education is not disrupted
5. To minimise the impact on the College day
6. To promote transparency of practice
7. To keep all stakeholders safe during the visit

Visitors are not allowed to walk around the college unaccompanied. Staff are within their rights to, and are expected to, question unaccompanied visitors. Please do not take offence, it is important we adhere to our safeguarding policies and procedures.

2. Guidance for visitors

Those wishing to visit the College will make arrangements in advance with the relevant College personnel stating clearly the reasons for visiting and who they are visiting. Where appropriate, visitors will be encouraged to attend one of the pre-organised visits such as the Open Day or parent/carer day.

- All visitors must make themselves known at the main reception. This is the CONEL Reception, Tottenham Green Campus on The Town Hall Approach Road, N15 4RU.
- A member of our College staff will come and collect visitors from the reception
- Visitors will be asked to sign in
- Visitors must wear a red lanyard and will be escorted when on Campus
- Visitors are not permitted to take recordings, photos or videos on to interact with social media such as twitter, when on Campus
- Visitors are asked to switch mobile devices to silent when visiting
- On rare occasions incidents may occur with learners, visitors will be directed by staff to take a different route or will be escorted away from the campus
- Visitors will follow any direction given to them by Ambitious College staff during visits.
- Should a fire alarm sound visitors will be escorted to our designated fire point and the visit may need to be re-arranged for a more suitable time
- On leaving visitors will return their red lanyard.

Guidance for staff

- Ambitious College Reception must be informed on site of any visitors staff are expecting on the day of the visit and will inform the CONEL Reception at the Tottenham Green Campus
- Visits will be restricted to corridors unless pre-arranged (but can enter non occupied teaching rooms /offices)
- Learner issues will not be addressed in public areas. Learner dignity must be protected and a confidential space should be found.
- Staff and learners are to be prepared for the visitors to the fullest extent possible.
- Recordings, photos or video footage are prohibited and must not be taken of learners by visitors. Where appropriate Ambitious College will provide these.
- Media recordings for organisational purposes will be pre- arranged and pre-agreed by the Principal and/or Vice Principal.

Learner entrance on Clyde Road:

- Visitors may enter Ambitious College via the this entrance,.
- All visitors must sign in and issued a red lanyard when in the College and escorted to the person they are meeting
- The red lanyard will be returned at the end of their visit and the visitor(s) must sign out.

Name of Policy:	Visitors Policy
Contractual/Non-Contractual	Non-Contractual
Date last approved	October 2016
Policy reviewed by	SLT
Date to be reviewed	October 2017
Responsibility of which ELT member	Viv Berkeley
Type of Policy	Ambitious College