



Ambitious College Visitors Policy – West Thames

1. Purpose and Scope

Ambitious College welcomes visits from all interested parties including parents and family members, carers, professionals, volunteers and students. In order for the visit to be successful for all concerned, we must ensure that there are procedures which are followed. Therefore the purpose of this policy is:

1. To protect the learners' dignity and privacy
2. To promote trust and confidence between all parties
3. To ensure that disruption to the College is kept to a minimum
4. To promote transparency of practice.

2. Procedure

- Those wishing to visit the College should make arrangements in advance with the relevant College personnel stating clearly the reasons for the visit. Where appropriate, visitors will be encouraged to attend one of the organised visits such as an Open Day.
- All visitors must sign in as a visitor at the main reception at West Thames College, Isleworth - and wear a visitor's badge issued by the reception staff.
- Visitor will then be collected from the main reception and escorted to the Ambitious College entrance based in the Sir Joseph Banks building where they must also sign in the visitors book. It is the responsibility of the visitor's escort to ensure signing in/out procedures are adhered to.
- On rare occasions incidents may occur with learners, and staff will ask visitors to leave or redirect their route.
- Tours should be restricted to corridors unless pre-arranged (but can enter non occupied teaching rooms /offices).
- Visitors are asked to follow any direction given to them by Ambitious College staff during visits.
- Staff must not share personal information about learners without explicit permission.
- Learner issues must not be addressed in public areas. A confidential space should be found.
- Where possible, visitors should not be taken to the staffroom during break times.
- Staff and learners are to be prepared for the visitors to the fullest extent possible.
- Photos or video footage must not be taken of learners by visitors. Ambitious College will provide these if appropriate or they can be taken by arrangement for organisational purposes.
- On leaving the college the visitors must sign out at the Ambitious College front door and will then be escorted to the main reception where they will return their red lanyard.

Please note:

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.

Name of Policy:	Visitors Policy
Contractual/Non-Contractual	Non-Contractual
Date last approved	October 16
Policy reviewed by	ELT
Date to be reviewed	October 17
Responsibility of which ELT member	Viv Berkeley
Type of Policy	Ambitious College