



**Wirral Met College**

*Wirral Met Logo*

# Visitors' Policy

Document status	
Document owner	Deputy Principal
Document author	Director of Student Services
Document type	Policy
Date of document	December 2020
Version number	06
Review requirements	Annual
Date of next review	December 2021
Approval body	SLT
Publication	All Staff and Students / Website
Code	PO63

## **Policy Statement**

### **COVID-19 Pandemic**

*Wirral Met College has implemented a COVID-19 Strategy - Risk Assessment and Implementation Action Plan.*

*The Action Plan is used to ensure the risks of COVID-19 infection are mitigated through clear, robust health and safety processes, procedures and equipment to support the safety of staff, students and visitors.*

*The College remains fully committed to ensuring that the risk of transmission of the virus in the workplace is reduced to the lowest practicable level and will continue to invest in procuring equipment and resources that are required to make the environment COVID secure.*

*The information contained within this policy will remain current pending any changes in government, local authority and educational sector guidance pertaining to COVID-19 and the mitigation of infections.*

*This policy will be reviewed and amended routinely in line with government guidance.*

Wirral Metropolitan College aims to operate an open and welcoming environment. However, the College also adheres to stringent and secure Safeguarding policies, which are in place to protect staff and students at all times. In addition, the Health and Safety of our visitors remains a priority for the College.

Visitors are defined as guests who attend a College campus for a temporary period of time, and who are not employed by, or enrolled at, the College. Visitors may include parents, external contractors, clients of the Hair & Beauty Salons or Birches Restaurant, representatives of external organisations, job applicants, volunteers and potential students.

This policy is in place to ensure that Wirral Met College meets the revised (September 2019) 'Keeping Children Safe in Education' Statutory Guidance and The Care Act 2014.

The College recognises the need to know who is on campus at any given time and that they and others are safe. As a secure learning environment the College must ensure all visitors are known and that there is a robust process for protecting our staff and students.

## **The Policy**

- All visitors to any campus must be signed in at Reception.
- Sub-contractors working on campus are subject to the Control of Contractors Health & Safety Policy and are subject to enhanced checks and supervision by the Facilities team.
- Visitors are issued with a red visitor's sticker which they must wear when on site.
- Visitors are issued with an Information for College visitors bookmark detailing emergency evacuation processes, safeguarding processes and first aid information
- In the event of an emergency evacuation, visitors are to be accompanied to the assembly point by the person they are visiting. If arrangements are required to support visitors who may have additional needs in the event of an emergency, these should be made prior to the visit if possible and are the responsibility of the receiving member of staff.
- Whenever possible, Reception should be advised in advanced of any visitors that are expected using the 'Events@wmc.ac.uk' email box.
- All staff should take responsibility for challenging an individual not wearing a badge.

## **Potential students and parents/carers visiting for IAG, interviews, assessments or Open Evenings**

Student Services/Reception should be advised in advance of the names of any potential students attending interviews or assessments. These visitors will be signed in against their names, be issued with a visitor's sticker and are then allowed into the College. In 2020/21 most interviews will take place remotely to avoid visits to the College which are not necessary.

If the visitor's name is not on the list, a member of staff will be required to sign them in.

Events that invite general visitors e.g. Open Evenings or IAG drop in will not occur during the pandemic,.

## **Children on Campus**

Unaccompanied children aged under 16 are not allowed on campus during the day. Accompanied children are permitted to attend parents/ open evenings, exhibitions etc. at the discretion of the duty manager, and accompanying adults must ensure that they stay with the children at all times and take full responsibility for their behaviour and safety whilst on site.

Children must be signed in as with other visitors.

## **Main Enrolment Period**

During the main enrolment period (end of August/beginning of September), successful applicants are invited in to enrol in the HE centre at Twelve Quays. In this defined area of the College at this time these individuals and accompanying visitors are not required to sign in.

## **Patrons to the Birches Restaurant and Salon**

Patrons must sign in at main Reception as a visitor when visiting the campus and must be issued with a visitor's badge or sticker.

## **Support Workers**

If students have their own support workers attending them, this support must have been previously agreed through the Additional Support Manager who will advise reception in advance.

Reception will ask for sight of the support workers ID badge for their own organisation. Support workers will then be signed in as a visitor.

At the discretion of the Additional Support Manager, support workers who will be here on a longer term basis may be allocated a staff badge once the third party workers has been completed by the Additional Support Manager.

## **Guest speakers**

When guests are invited in to speak to students, the member of staff organising the visit must:

- Be present during the visit
- Know, in advance, the broad content of the presentation to ensure it is in keeping with the College's values (e.g. with regard to Equality, Diversity & Inclusion, Safeguarding and British Values)

The above apply both if the guest is on site or delivering a virtual presentation.

Meet the visitor at Reception, ensure they sign in and display a visitor's badge, and are accompanied while on the premises.