

2023

VISITOR POLICY

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Alliance Learning operates a visitor policy, which all staff, learners and visitors must adhere to. Alliance Learning 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 staff and learners from discrimination, harm and abuse. Alliance Learning requires all visitors, without exception, to comply with the following policy and procedures. Failure to do so may result in visitors being escorted from the site.

Application of policy

Alliance Learning is responsible for its learners anywhere on site. The policy applies to:

- All staff employed by Alliance Learning
- All trustees
- All external visitors (including volunteers)
- All parents/families
- All learners
- Independent contractors
- Guest speakers

Procedures

All staff will:

- wear an identification badge at all times on Alliance Learning premises
- sign in when on site and sign out before leaving site for safety (and security) purposes, e.g. in case of a fire

All visitors (including contractors) will:


- report to reception and state purpose of visit and who has invited them
- be prepared to show proof of identify
- sign in to the formal visitor record file
- wear a visitor badge at all times during the visit
- read the visitor instructions on the reverse of their visitor badge
- remain in reception and their point of contact will collect them
- not be allowed to move around the site unaccompanied without permission
- sign out and return the badge when leaving

Unknown visitors:

- any person(s) not wearing a visitor badge should be politely questioned by Alliance Learning staff
- they should be escorted to reception to ensure they are signed in, issued with the visitor leaflet and a visitor badge
- if staff are met with any resistance, a member of the management team should be contacted immediately
- if the person(s) become abusive/aggressive, they should be asked to leave the site immediately. Failure to do so will provide Alliance Learning reason to call for police assistance.

Guest Speakers

- Guest speakers must have their details checked and recorded on the appropriate Guest Speaker form and authorised by the relevant manager.

Date:	8/1/24
Issued by: J Wetherby	 Approved by: 8/1/24
Review: August 2024	