

EMMANUEL COLLEGE

SAFEGUARDING PROCEDURES FOR VISITORS AND VOLUNTEERS (APPENDIX 2)



All visitors to College must go through the process detailed in one of the categories below. Approval must be sought from the Principal or Head of School before a visitor or volunteer comes into College if they are to work with or supervise students. Once approval has been granted, Human Resources must be notified so that the correct pre-visit safeguarding checks can be made for that visitor. The Principal (or Head of School) does not need to be notified about visitors who will not be working with students and are only meeting with staff, however, the process detailed in Category 4 still needs to be followed.

Visitor categories

Visitors who fall into the following three categories will be provided with a **GREEN** lanyard and can be unsupervised on site:

- **Category 1 – regular volunteers**
Visitors who have regular contact with students and take sole responsibility for them. For example: Duke of Edinburgh Award volunteers, parents providing volunteer rugby coaching, etc.
- **Category 2 – independent coaches**
Independent paid coaches and independent visitors taking sole responsibility for students on a regular basis and detailed on our 'Approved Visitors List' held at Reception. For example: sports and co-curricular coaches.
- **Category 3 – unsupervised visitors and third-party agency staff on our 'Approved Visitors' list**
Regular visitors who have contact with students on a regular basis unsupervised and are on the 'Approved Visitor List' held at Reception. Visitors in this category will (in most circumstances) be representing an organisation from which a higher level of safer recruitment will have taken place and evidence provided to HR prior to their coming on site. For example: individuals representing sports coaches, counsellors, therapists, the local authority and NHS. The sending organisation will have provided a letter of assurance confirming safeguarding checks have taken place for all staff in line with those expected in school.

Visitors who fall into the following category will be provided with a **YELLOW** lanyard. They have been given a specified place to work within the college and not directly supervising students. They must not be unsupervised in any areas of college where students may be without supervision.

Category 4 – unsupervised visitors not on the 'Approved visitors list' Visitors who fall into the following two categories will be provided with a **RED** lanyard and must be supervised by a member of Emmanuel College staff at all times:

- **Category 4 – supervised ad-hoc visitors**
If these visitors are going to have any interaction with students, it will be supervised and will only be for a limited period of time. Approval must be sought from the Principal prior to them coming on site. For example: guests meeting with staff, interview candidates, contractors and guest speakers.
- **Category 5 – supervised regular visitors**
This should only be a temporary arrangement while the third party/agency provide documents evidencing safer recruitment checks or the individual completes the necessary paperwork to enable them to move into Category 2 or 3. These are visitors who will be granted supervised contact with students on a regular basis, supervised because they have not yet satisfied the criteria to be unsupervised and moved on to our 'Approved Visitor' list at Reception.

Unavoidable,time-pressured situations may occur that require the presence of a visitor on-site to attend an urgent/emergency situation. In these exceptional circumstances when prior authorisation from the Principal (or Head of School) has not been gained, a senior member of staff should be advised and kept up to date of the situation.

Requesting approval

Approval must be sought with adequate notice so that the necessary checks can be carried out and the appropriate process followed. To request approval to have a visitor on site (*not parents attending meetings or visitors attending a meeting with staff only*) you must email the Principal, Head of School and Human Resources with a minimum of two weeks’ notice, attaching the form in Fig. 1.

If insufficient time is given and/or the necessary checks are not completed in time, the visitor may come into College supervised as per Category 4.

Once approved by Human Resources and the appropriate checks have been carried out, Reception will be notified if the visitor will be provided with a red or green lanyard.

When visitors arrive at Reception:

- They must provide photographic ID
- They must be signed in and out on InVentry
- The Emmanuel College safeguarding policy must be brought to their attention

Fig. 1

Visitor or volunteer request information	
Staff lead:	
Visitor name:	
Representing company: (<i>if applicable</i>)	
Purpose of visit:	
Location of visit:	
Date and time of visit:	
Students involved: (<i>number and year group</i>)	
Approval	Approved / Request for further information / Not granted (please highlight)

Fig. 2. Safeguarding checks and processes by category of visitor or volunteer

	Category 1	Category 2	Category 3	Category 4	Category 5
Criteria/actions	Unsupervised regular volunteers. <i>E.g., D of E volunteers, parents providing rugby coaching.</i>	Unsupervised independent coaches and independent visitors. <i>E.g., sports and co-curricular coaches.</i>	Unsupervised third-party agency staff. <i>E.g., sports coaches sent from an organisation, counsellors, therapists, contractors working without supervision.</i>	Supervised ad-hoc visitor. <i>E.g., guests meeting with staff, interview candidates, contractors, and guest speakers.</i>	Supervised regular visitor. <i>E.g., agency staff still awaiting confirmation of their paperwork clearance.</i>
Approval to be provided by the Principal	Y	Y	Y when the visitor is working with or supervising students.	Y when the visitor is going to be interacting with students.	Y when the visitor is going to be interacting with students.
Photo ID to be provided at Reception on arrival each visit	Y	Y	Y	Y	Y
Visitor to be signed in/out on InVentry	Y	Y	Y	Y	Y
EC safeguarding policy to be brought to their attention at Reception	Y	Y	Y when the visitor is working with or supervising students	Y when the visitor is working with or supervising students	Y when the visitor is working with or supervising students
The return of a signed letter from the Principal detailing the expectations of their role and key contacts	Y	Y			
Completion of our safeguarding training and awareness of our safeguarding policy	Y	Y			
Receipt of two satisfactory references	Y	Y			
Evidence of qualification certificates		Y			
Provision of their own risk assessments		Y			

Last reviewed: August 2023

Approved: LGB June 2022

Next review: August 2024

Successful completion of an ESF Volunteer Safeguarding Risk Assessment	Y				
Successful completion of an EC Risk Assessment		Y			
Details added to the Single Central Register	Y	Y	Y		
HR to receive written confirmation from their sending organisation that safer recruitment practices have been followed and appropriate DBS clearance obtained			Y		
Appropriate DBS clearance to be obtained by EC prior to them starting (or a check via the Update Service to be obtained and certificate sighted)	Y	Y			
Completion of the relevant application form	Y	Y			