



Access, Visitors and Speakers Policy

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Contents

- 1. Introduction.....5
- 2. Scope and Aim of Policy5
- 3. Procedures.....5
 - 3.1. Safeguarding.....5
 - 3.2. Site Access6
 - 3.3. Parking.....6
 - 3.4. Visitor Definitions.....6
 - 3.4.1. Escorted Visitors (Red)6
 - 3.4.2. Regular Visitors (White)6
 - 3.4.3. Volunteers (White)7
 - 3.4.4. Commercial Group Leaders (White)7
 - 3.4.5. Approved Public Regulated Bodies (White)7
 - 3.4.6. Contractors (Red).....7
 - 3.4.7. Approved Contractors (White)8
 - 3.4.8. Site Based Contractors (White).....8
 - 3.4.9. Agency Security Staff (White)8
 - 3.5. Visitor Categories and IDs8
 - 3.6. Visitor Access Control.....9
 - 3.7. Visitor Access Approvals.....10
 - 3.8. Escorting Arrangements10
 - 3.9. Unannounced Visitors11
 - 3.10. ID Check and Challenge11
 - 3.11. Booking Visitors11
 - 3.12. Visiting Groups12
 - 3.13. Managing Visitors.....13
 - 3.14. Wi-Fi Access14
 - 3.15. Emergency Evacuation Procedures14
- 4. Visiting Speakers14
 - 4.1. Protocol for Visiting Speakers14
- 5. Duties and Responsibilities15
 - 5.1. Executive Director of Finance & Estates15
 - 5.2. Director of Student Services.....16
 - 5.3. Director of HR & Payroll16
 - 5.4. Head of Facilities and Health & Safety16
 - 5.5. Staff16
 - 5.6. Visitors (including Contractors).....16

6.	Associated Policies and Procedures.....	16
7.	Policy Validity	17
8.	Policy Owner	17
9.	Policy Monitoring, Review and Evaluation	17
10.	Equality Impact Assessment	17
11.	Policy Amendments	17
	APPENDIX A.....	18
	APPENDIX B.....	20
	APPENDIX C.....	21
	APPENDIX D.....	22

1. Introduction

MidKent College extends a warm, friendly and professional welcome to its visitors.

The College encourages visitors and recognises the potential benefits which can result from promoting access to its facilities. At the same time, we have a duty to avoid disrupting the educational process and to protect students, staff and property. A balance must therefore be achieved between the potential benefits and the risks associated with the presence of visitors.

Limitations may be placed on visitors in the interests of safety, security and the safeguarding of students. This policy and associated procedures is designed to manage all visitors so that their experience is positive and the outcome safe for all.

2. Scope and Aim of Policy

This document sets out the procedures that must be followed for the management of all visitors to the College.

3. Procedures

3.1. Safeguarding

The College has a duty to safeguard all its students from subjection to harm, abuse or nuisance. In performing this duty, the College recognises there can be no complacency where child protection and safeguarding procedures are concerned.

All visitors and staff (without exception) are expected to comply with the following policy and procedures. Failure to do so may result in the escorted departure of the visitor from the College premises.

The ultimate aim is to ensure the students can learn and enjoy curricular and extra-curricular experiences, in an environment where they are safe from harm or potential harm.

To uphold our duty to safeguard children and vulnerable adults, unauthorised or unsupervised access to teaching areas is not permitted.

Anyone who may need unsupervised access to students of the College must have undergone a suitable disclosure check. Visitors must also read the Visitor Code and acknowledge that they have understood and will abide by the conditions set out in it.

3.2. Site Access

All three sites (Medway, Maidstone & UCM) have controlled access and are covered by both internal and external CCTV and the presence of security staff.

All visitors to Medway must report to the main reception desk and visitors to the Maidstone or UCM must both be accessed by signing in via the Maidstone reception.

3.3. Parking

Parking on site is for the use of visitors, staff, and approved students only. If your visit to the campus has been pre-planned, you will be directed to a pre-booked parking space. Unplanned visitors will be directed to the nearest available space within the designated visitors bays or wider college parking.

Parking on site is governed by the College's terms and conditions for parking which are displayed on the car park signage and in the Security Management and Site Safety Policy.

Visitors are kindly requested to park considerately, ensuring that you only use designated bays and do not block access or cause a nuisance to other users. Cars are not to be left on site when you are no longer in attendance at the college.

3.4. Visitor Definitions

3.4.1. Escorted Visitors (Red)

All visitors, both announced and unannounced will be issued a Red lanyard with 'Escorted Visitor' status as standard. Exceptions to this will only be made where they have undergone an approval process in advance and meet ones of the categories listed below.

3.4.2. Regular Visitors (White)

Those who may be granted regular visitor status by the Designated Safeguarding Lead (DSL):

- Volunteers
- Commercial Group Leaders
- Any other person authorised by the DSL

Upon receipt of a current and satisfactory DBS check, regular visitors will be issued with a White lanyard to distinguish them from casual visitors.

Regular visitor applications last for a maximum of one year before

requiring renewal.

3.4.3. Volunteers (White)

Volunteers are people who enter the premises to support the work of the College. They should not be left alone with students and must be escorted to sign in and out and issued with a visitor's pass.

A DBS check will be required for any post involving regular contact with students and will be recorded on the Visitor approval system.

Volunteers must be clear of their level of interaction with students and confidentiality must be respected at all times.

3.4.4. Commercial Group Leaders (White)

The College's commercial team facilitate building access for various groups and events. Commercial events will be overseen by the commercial team, with visitors appropriately badged according the college's ID procedures.

Commercial group bookings will be processed through the regular visitor procedure, with group leaders issued a white 'Regular Visitor' lanyard on completion of a satisfactory DBS check.

Long-term commercial tenants will be managed through the Approved Contractor route.

3.4.5. Approved Public Regulated Bodies (White)

Approved Public Regulated Body Employees include Fire, Police, Ambulance, Local Authorities, Social Workers and Schools.

These personnel will have been checked by the relevant authority but if not in uniform, they should be asked for proof of identification. All personnel should sign in and out of the building and be issued with a visitor's pass.

On rare occasions, police officers request interviews with students to assist them with police enquiries. They will be granted access once the required permission has been given. The only exception to this will be in rare child protection cases when police and social services personnel may be granted access by the Principal or other authorised person without parental consent being sought.

3.4.6. Contractors (Red)

Contractors should sign in and out and be issued with a visitor's pass. Contractors who are not DBS checked and therefore 'Approved' must be escorted at all times by a member of staff.

3.4.7. Approved Contractors (White)

The Approved Contractors category includes Contractors, Service Providers, Agency Staff, Designated Carers and Auditors who are in college on a regular basis (more than 3 days over a 30-day period) or are permanently based on site. They should have a relevant DBS certificate and this should be recorded on the Single Central Register by the HR team.

Approved Contractor status is checked by the HR team on a monthly basis. Contact is made with the employing organisation to confirm that the person is still employed and access is still required.

The Contractors' Employers are obliged to inform the College if any safeguarding concerns arise regarding the employee, and a decision will be taken on their suitability to access the College site by the Director of HR & Payroll in consultation with the DSL for the College.

Ofsted inspectors will be issued with Approved contractor status and a Pink lanyard.

3.4.8. Site Based Contractors (White)

Approved Contractors who are permanently based on site e.g. Cleaners and Catering staff or Partnership Schools will be issued with a photographic ID on request by HR.

3.4.9. Agency Security Staff (White)

Agency Security staff are badged SIA trained officers who are employed to support and cover for the substantive MKC staff and to provide an additional presence when required. These staff require a high level of clearance and site access controls to fulfil the required functions.

In addition to the contractor checks carried out by HR, the SIA licence information will be checked on a quarterly basis by the Facilities Manager (Soft Services).

The Security Agency are obliged to inform the College if any safeguarding concerns arise regarding the employee, and a decision will be taken on their suitability to access the College site by the Director of HR & Payroll in consultation with the DSL for the College.

3.5. Visitor Categories and IDs

All visitors, both announced and unannounced will be categorised for identification and access purposes as follows:

Visitor Type	Casual	Regular	DBS Check Required	Approval By	Pass to be Issued	Lanyard Colour
The Public	✓			Host Staff	Escorted Visitor	Red
Parents, Friends, Family or Carers	✓			Host Staff	Escorted Visitor	Red
Volunteers		✓	✓	DSL	Regular Visitor	White
Governors		✓	✓	HR	Staff ID	Silver
Apprentices working at MKC		✓	✓	HR	Staff ID	Silver
Supported Interns		✓	✓	HR	Regular Visitor	White
MKCTS Staff		✓	✓	HR	Regular Visitor	White
Visiting Groups	✓			DSL	Escorted Visitor	Red
Visiting Speakers	✓			DSL	Escorted Visitor	Red
Casual Contractors	✓			DSL	Escorted Visitor	Red
Approved Contractors		✓	✓	HR	Approved Contractor	White
Agency Security	✓	✓	✓	HR	Agency Security	White
Commercial Group Leaders		✓	✓	DSL	Regular Visitor	White
Commercial Clients/Guest	✓			Host Staff	Escorted Visitor	Red
Approved Public Regulated Body Employees*	✓	✓		DSL	Regular Visitor	White
Ofsted	✓	✓		HR	Approved Contractor	Pink

3.6. Visitor Access Control

Visitor building access levels will be assigned as follows:

Pass Type	Pass Colour	None	Entrance Barriers & Lifts	Specified Rooms Only	General Teaching Rooms	Staff Only Areas	Access All Areas	Pass Time Out
Visitor	Red	✓						n/a

Regular Visitor	White		✓		✓			Daily
Commercial Group Leader	White		✓	✓				Daily
Approved Contractor	White		✓		✓	✓		Daily
Site Based Contractor	White		✓	✓		✓		n/a
Agency Security	White						✓	n/a
Trusted Contractor	White						✓	Daily

Entrance barrier passes allow access through the security gates, inside lifts and to all communal areas only.

Unless detailed above, access to additional rooms is on request through the ICT Helpdesk and requires the approval of the Head of Facilities & Health & Safety.

Trusted Contractor passes to access all areas are strictly limited or project specific. These can only be authorised by the Head of Facilities & Health & Safety or an Executive Director.

With the exception of site-based contractors, all regular visitors and approved contractors must sign in and out, and return their lanyards at the end of each day. Any passes not returned at the end of each day will be cleared of all access rights.

3.7. Visitor Access Approvals

Approvals for college passes will be via:

Approval Route	Pass Type
Reception	Escorted Visitor (Uninvited)
Director of Student Services (DSL)	Escorted Visitors (Invited), Regular Visitors, Public Body Employees
Director of HR & Payroll	MKC Staff, Approved Contractor, Agency Security
Executive Director or Head of Facilities & Health & Safety	Emergency Access, Specified Rooms, Trusted Contractor

3.8. Escorting Arrangements

It is not always necessary to obtain a DBS check for visitors who will only have contact with students on an ad hoc or irregular basis for short periods of time

(less than 3 days in a period of 30 days).

However, the designated member of staff must ensure that such visitors sign in and out and collect a visitor's pass to be worn at all times whilst on the College premises. Such visitors should be escorted by a member of staff and not be left alone with any of the students or allowed to walk around the site without an escort e.g. to visit the toilet.

3.9. Unannounced Visitors

Although we anticipate that most visitors will be booked in advance, on occasion visitors will attend site unannounced.

Unannounced visitors will be issued with a Red Escorted Visitor lanyard and where possible arrangements will be made for someone to speak to them. If this is not possible, contact details will be taken so that a suitable appointment can be arranged. The staff member who takes a meeting with an unannounced visitor, takes on the role of supervision whilst they remain on site.

3.10. ID Check and Challenge

As staff and students are required to wear/carry their photo-ID cards at all times whilst on the College premises, an unauthorised person should be easily identifiable.

All staff should be sufficiently confident to politely challenge anyone in the College who is not known to them and not wearing a staff, student or visitor's pass. The person should be guided to reception for the correct signing-in protocol or asked to leave the premises.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Security Team should be informed promptly. A Duty Manager will be contacted and will consider the situation and decide if it is necessary to inform the police.

3.11. Booking Visitors

To ensure our security and our aim to promote good practice in safeguarding, all visitors to the College must be booked in advance. Staff, organising a visit, must never assume that someone has DBS clearance.

All visitors who will need access beyond the reception waiting areas to the College should be booked by their host through the 'Booking a Visitor' icon on the MyDay/SharePoint page. This ensures that the correct level of access can be identified and the customer service team can anticipate the arrival of visitors and ensure a prompt welcome.

The majority of visitors will be categorised to a red lanyard. For the purposes of safeguarding, these visitors must be met by their host; accompanied at all times

and returned by their host to the reception desk to sign out.

If a red lanyard is required for a visitor, on completing the form it is submitted to customer services. They will then log the visitor and prepare the lanyard ready for their visit. No further action is required by the member of staff.

If a white lanyard is requested, copies of relevant documentation i.e. DBS can be attached and a rationale added. If this is a returning visitor, there will be no need to resubmit the evidence as this can be stated in the rationale section. This will be checked against records and agreed or rejected if evidence is not in place.

If approved, the host will receive a confirmation email and the completed form will be sent to customer services ready to issue the lanyard. The visitor will receive the authorised Regular Visitor pass and will be issued a white lanyard allowing unrestricted and unaccompanied access. Copies of all forms are also stored in a SharePoint library on the Facilities site for reference.

Registration on arrival will be via the reception desk where the following information will be recorded:

Visitor's name

- Organisation they are from (or other applicable descriptor)
- Who they are visiting
- Times of entry and exit
- Vehicle registration if applicable
- Signature of visitor

There are exceptions where details will not be recorded and passes will not be issued, these are:

- When a planned event is held, that is open to the public or an invited audience or group
- To service providers such as Royal Mail, refuse collection and delivery drivers who drop off goods at reception or the designated delivery points where access is controlled.

3.12. Visiting Groups

Should there be a requirement to book a group of visitors, this can be done under a group heading e.g. KFE Student Support delegates. There will be the option to tick more than one visitor and then the option to enter how many visitors.

These visitors will always be allocated a red lanyard and will need to be accompanied during their visit. A list of the visitor details can be attached to the form or an email can then be sent to the customer service team providing further details such as names; group leader; time of arrival and the internal contact via:

medway.reception@midkent.ac.uk or maidstone.reception@midkent.ac.uk

3.13. Managing Visitors

It is the responsibility of the host and the customer service team to ensure that the following process is used:

1. The host must complete the booking procedure to inform the customer service team in advance of the visit using the 'Booking a Visitor' icon on the MyDay page/SharePoint page.
2. Visitors and Contractors must be instructed in advance by their host to park as advised and report to reception to sign in and obtain the appropriate pass.
3. Visitors should be asked to read the 'Visitor Code of Conduct' on arrival at Reception.
4. Reception will call the host to notify them that their visitor has arrived.
5. Visitors should be kept at the reception point until collected by the host.
6. Visitors must be fully supervised throughout their visit. If the visit falls over the lunch period or indeed any other meal time, visitors must not be left unattended during this time.
7. At the end of their, visitors must be escorted back to reception to sign out and return their badges.

Visitors who have been granted Regular Visitor or Approved Contractors status do not need to be collected or accompanied while on site, although an onsite MKC contact should be designated as a contact. The designated contact must agree protocols for keeping in touch for health and safety purposes, know where the person will be working whilst on site and be informed when they leave.

Action	Person Responsible
Booking visitor access and reserving car parking space	The visitor's host at MidKent College
Recording details of visitors on arrival and issue of passes	Reception/Security
Collecting and returning visitors to and from reception	The host or their representative
Explaining the emergency evacuation procedure to the visitor(s)	The host or their representative
Explaining security and safeguarding rules to the visitor(s)	The host or their representative
Recording the exit time of visitor(s) and retrieving passes	Reception/Security

3.14. Wi-Fi Access

Access to our College Wi-Fi is tightly controlled to meet the Ofsted requirement to safeguard our students IT use.

Visitors can access Wi-Fi as part of the book in process through reception and will be issued with a Guest access to the EduRoam network. For further information on the EduRoam access please see the ICT Policy, which is available on the College website.

3.15. Emergency Evacuation Procedures

In the event of an emergency evacuation, all visitors should leave the building by the nearest exit and report to your host or a Fire Marshal (identified by a yellow hi-vis waistcoat) at the designated Assembly point in the main car park on each site. If in doubt, any member of staff will be able to offer assistance.

The College has a General Emergency Evacuation plan (GEEP) for visitors. The purpose of this plan is to inform occasional Disabled visitors to the College of the provisions in place designed to meet their safety should an evacuation scenario materialise.

Should an individual require a Personal Emergency Evacuation Plan to specifically cater for their needs or plans to be a more regular visitor to the College, this can be requested of the Head of Facilities & Health & Safety to assess.

4. Visiting Speakers

We often welcome speakers from our wider communities into our College to speak to students. This enriches their experience of College providing them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our students is to ensure that the information they receive is aligned to the values of MidKent College and to British Values, which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The 'PREVENT' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers' DfE, June 2015) requires schools and colleges to have clear protocols for ensuring that any visiting speakers to the College are suitable and appropriately supervised.

4.1. Protocol for Visiting Speakers

MidKent College protocols for visiting speakers are as follows:

- All visiting speakers to have a nominated point of contact within the College (the organiser), agreed prior to the visit and recorded when the visitor signs in at reception
- The Designated Safeguarding Lead is informed of all speakers invited in to the College and will issue approval.
- The visiting speaker is requested to complete the Visiting Speakers to MidKent College form, which asks them to outline the information they wish to communicate and to agree to the Guidelines for Visiting Speakers (see Appendix B).
- All PowerPoint slides and handouts to be used by the speaker are provided to the College in advance of the visit, to be checked for suitability.
- Research on the visiting speaker/organisation to establish whether they have demonstrated extreme views/actions which are clearly contrary to the values of MidKent College and British Values outlined in our policies, to be conducted prior to the visit.
- Refusal to allow visiting speakers/organisations to use MidKent College premises if they have/have had links to extreme groups or movements which espouse, promote or encourage views and actions which are contrary to the values of MidKent College and British Values. Justification of the College's decision will be provided to the person/organisation in writing. The final decision rests with the Principal.
- A formal register of all visiting speakers will be maintained.
- Visiting speakers will be accompanied at all times and not left unsupervised with students at any point.
- A post-event evaluation of how the visit met the needs of our students will be conducted.

5. Duties and Responsibilities

It is essential that adequate resources are made available for managing the risk to all college users and particularly students, arising from the management of visitors within the College.

5.1. Executive Director of Finance & Estates

The Executive Director of Finance & Estates is responsible for all strategic aspects of strategic security and access control across the College premises.

5.2. Director of Student Services

The Director of Students Services is the Designated Safeguarding Lead (DSL) and is responsible for the safeguarding of students on college premises.

He/she will manage the approvals processes for all regular visitors and visiting speakers and will monitor the continued effectiveness of this policy.

5.3. Director of HR & Payroll

The Director of HR and Payroll is responsible for the approval and monitoring of all approved contractors including anyone who has a contractual relationship with the college.

He/she will manage the approvals processes for all approved contractors and will monitor the continued effectiveness of this policy.

5.4. Head of Facilities and Health & Safety

The Head of Facilities and Health & Safety will be responsible for the development of strategic security and access controls including; drafting the Access, Visitors & Speakers Policy, taking the lead role in its implementation and proposing amendments to the Policy that may be necessary in the future.

He/she will manage the day-to-day implementation of the Policy and monitor its continued effectiveness.

5.5. Staff

All staff must be knowledgeable of and adhere to the Access, Visitors & Speakers Policy.

5.6. Visitors (including Contractors)

Visitors are required to follow the College Security Procedures and follow directions from their host, particularly in an emergency situation. Where issued, visitors must display their pass at all times.

It is the responsibility of the host to ensure all visitors are informed of and comply with the Access, Visitors & Speakers Policy.

6. Associated Policies and Procedures

- Safeguarding Policy
- Prevent Strategy
- DBS Policy
- Security Management and Site Safety Policy
- Contractors Policy
- Health & Safety Policy
- ICT Policy

7. Policy Validity

7.1 This policy is valid for three years and is due for review in July 2023.

8. Policy Owner

8.1 The policy owner is the Head of Facilities and Health & Safety

8.2 The Senior Manager responsible for this policy is: the Executive Director of Finance and Estates.

9. Policy Monitoring, Review and Evaluation

9.1 A review of this policy will be undertaken by the review date by the policy writer and will be approved by the Person responsible.

10. Equality Impact Assessment

10.1 This policy has been Equality Impact Assessed and generates no concerns about differential impact. The Equality Impact Assessment is filed on the Quality SharePoint site.

11. Policy Amendments

11.1 If you have any comments, observations or requests for amendment of any policy then please post them to the Policy Feedback mailbox.

policy.feedback@midkent.ac.uk

Visitors Code of Conduct

Welcome to MidKent College. Your safety and wellbeing are important to us, so please observe the following Code of Conduct and return your visitor pass at the end of your visit.

Unless you are a regular visitor and have a pass with a white lanyard, please remain in the reception area until you are met by your host.

ACCESS

If you are on a red 'Escorted Visitor' red lanyard, you must remain with your host or designated Group Leader at all times, without exception.

If you are on a white 'Regular Visitor' or 'Approved Contractor' white lanyard please ensure all doors, gates and barriers are closed behind you and do not allow anyone through who is not part of your group.

FIRE/EMERGENCY

In the event of an emergency evacuation, leave the building by the nearest exit and report to your host or a Fire Marshall at the designated Assembly point.

Do not re-enter the building until you are specifically advised that it is safe to do so. The College is a no-smoking site except for the specifically designated areas.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of all of our students. Unauthorised or unsupervised access to teaching areas is not permitted.

Anyone requiring unsupervised access must have undergone a suitable disclosure check.

HEALTH AND SAFETY

All visitors are subject to the Health and Safety at Work Act 1974, and the arrangements made by the College for the management of Health and Safety.

CONTRACTORS

Contractors must comply with the College's contractors Health and Safety procedure and not start work without appropriate risk assessments and method statements.

Permission must be granted by the Facilities Manager before material or equipment is unloaded and before any work is started.

ACCIDENTS

If an accident, incident, illness or near miss should occur whilst you are on the premises, please report it to your host or reception staff so that appropriate assistance can be arranged.

SECURITY

Any instruction by the college Security staff or Duty Managers must be complied with at all times. Failure to follow reasonable instruction, may result in removal from site.

CCTV & DATA PROTECTION

For reasons of security, the collection of personal data and electronic photo capture may be carried out during the issue of a pass.

All data is held confidentially and is password protected. The premises are also covered by CCTV.

VISITING GROUP/COMMERCIAL GROUP LEADER RESPONSIBILITIES

Leaders of visiting or commercial groups are responsible for ensuring the safety, wellbeing, behavior and security of their group, equipment and belongings at all times.

All group members must wear their allocated lanyards and these must not be shared or loaned out within the group. You must ensure that anyone in your group wearing a red lanyard, is escorted at all times and that you do not share your lanyard with anyone else.

In the event of an emergency evacuation group leaders must escort their group to the designated assembly point and report to the Incident Controller, identifiable by an orange hi-vis waistcoat.

We hope that your visit will be a pleasant experience. If you have any queries, need any assistance or have any comments, please contact your host or speak to one of the Reception Staff.

Visiting Speakers Code of Conduct

We often welcome speakers from our wider communities into our College to speak to students. This enriches their experience of College providing them with information that can help them to: make decisions at different phases of their education, remain safe and gain a wider understanding of cultural, world and global issues. It can also provide motivational inspiration through the sharing of a speaker's experience.

Our responsibility to our students is to ensure that the information they receive is aligned to the values of MidKent College and to British Values which include democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The 'PREVENT' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers' DfE, June 2015) requires schools and colleges to have clear protocols for ensuring that any visiting speakers to the College are suitable and appropriately supervised

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation of cause without express permission from the Designated Safeguarding Lead.
- College staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- USB Sticks are not permitted to be used on the college network.
- Please ensure that you send a copy of any presentation/accompanying material to the Organiser at MKC prior to your visit.

Your attendance at the college will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Visiting Speakers are also required to read the Safeguarding Guidelines for Contractors and Visitors.

Safeguarding Guidelines for Contractors & Visitors

The safeguarding and welfare of our students is paramount. Working in a college means that you have to be aware of safeguarding issues and the need to work in an open and transparent way. Safeguarding is all about ensuring that appropriate boundaries are kept in place to protect the students, but also to protect adults from allegations of abuse.

Below are some guidelines to ensure you are adhering to the college's policies and procedures. On arrival at college and for any subsequent visits:

- Please sign in at reception and wear the visitor's badge at all times.
- Please act in a professional manner at all times.
- Unless absolutely unavoidable, please do not use your mobile phone when near the students.
- Under no circumstances take photographs or video of the students on any type of device.
- Please be mindful of your language when working in earshot of the students.
- Do not become overly familiar with the students. In particular be mindful of 'banter', which can be misconstrued.
- If a student says something that is inappropriate or makes you feel uneasy, please report it immediately to a member of staff. They will direct you to the right person immediately.
- Ensure that you uphold fundamental British Values of democracy, individual liberty, the rule of law and respect and tolerance for people from different beliefs and religious faiths. This includes not expressing political views unless the context in which you have been invited to do so means that there will be the opportunity for students to hear different points of view at the same time.
- In the unlikely event you are working alone in a space with a single student present, please remove yourself immediately and either wait for the student to leave or speak to a member of staff so they can ensure the space is vacated.
- If you find yourself in a situation where a student makes a disclosure to you, this concern must be passed on and dealt with immediately and always on the same day.

Who to speak to about any safeguarding issues

All colleges have a Designated Safeguarding Lead (DSL) to whom you can talk. Any member of staff will help to point you to the right person.

If the DSL is unavailable, you can go to any member of the Safeguarding team.

Your attendance at the College will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Visiting Speakers Request Form

To be completed by the proposed visiting speaker for consideration by the Designated Safeguarding Lead

Name of Speaker	
Speakers Contact Details	
Name of Organisation	
Date of Proposed Visit	
Name of MKC Contact	
Reason for Visit	
Please outline below the information you wish to communicate to students within the College during your visit	
Please sign below to confirm:	
<ul style="list-style-type: none"> • That the information you have provided is true and accurate • That you agree to the 'Visiting Speakers Code of Conduct' and the 'Safeguarding Guidelines for Contractors & Visitors' • That you have supplied a copy of any all presentation slides and handouts to be used in advance of the visit, to be checked for suitability 	
Signature	
Date	