



MidKent College Human Resources Policy

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Document Title	Access, Visitors and Speakers Policy		
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Document Authorisation				
	Authorisation Required	Initial and Role	Digital Signature	Date
Author	No	Group Director of People & Director of Safeguarding		
Owner	Yes	Group Director of People & Director of Safeguarding	<i>Gluyson.</i>	Mach 2023
SLT Review	No			
Exec Approver	No			
Union Approver	No			
GB Sub Committee	No			
Full GB Committee	No			

Policy Cross References - This policy should be read in conjunction with any other associated policies, with particular reference to	
Policy Name	Policy Number
Safer Recruitment & Selection Policy	HR Policy MKC-HR-SR&SP-2023-2026
DBS Checks Policy	HR Policy
Safeguarding Policy	--
Prevent Strategy	--
Security Management and Site Safety Policy	--
Contractors Policy	--
Health and Safety Policy	--
ICT Policy	--

Document Revision History		
Version Number	Date	Summary of Revision
V1 2023	April 2023	Full Policy review undertaken, reflecting latest KCSIE and MKC policies
		3.1 Visitors code
Note: This policy was previously held under "General Polices" and has now been moved to be held with all HR policies.		3.4 Visitors definition - Purple lanyard for Governors - Orange lanyard for Trusted Contractors - Student interviews to be on red lanyard
		3.4 Introduction of approved contractor statement
		3.4 Review of definition for white lanyards
		General changes of job titles, emails etc. to bring terminology up to date

1. Introduction

- 1.1. MidKent College extends a warm, friendly and professional welcome to its visitors.
- 1.2. 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.
- 1.3. 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

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

3. Safeguarding

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.
- 3.4. To uphold our duty to safeguard children and vulnerable adults, unauthorised or unsupervised access to teaching areas is not permitted.
- 3.5. 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.

4. Site Access

- 4.1. All three sites (Medway, Maidstone & UCM) have controlled access and are covered by both internal and external CCTV and the presence of security staff.
- 4.2. 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.

5. Parking

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.

6. Visitor Definitions

- 6.1. 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 one of the categories listed below.
- 6.2. 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 the completed Approved Contractor Statement from a senior member of the employer's staff, 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.

6.3. Volunteers (White)

Volunteers are people who enter the premises to support the work of the College. Volunteers will undergo a recruitment process and a full suite of pre-employment checks will be carried out, including a DBS check.

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

Volunteers will be included on the Single Central Record and attend a volunteer induction.

6.4. 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 to 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 the Approved Contractor Statement.

Long-term commercial tenants will be managed through the Approved Contractor route and therefore included on the Approved Contractor List.

6.5. 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 and they should be asked for official staff 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.

6.6. Approved Contractors (White)

The Approved Contractors category includes Contractors, Service Providers, Designated Carers, Cleaners and Auditors who are in College on a regular basis (more than 4 days over a 30-day period) or are permanently based on site.

Approved Contractor status is checked by the HR team on a quarterly basis with the relevant department manager.

A senior person from the approved contractor will be required to complete the Approved Contractor Statement (see Appendix A) annually and will be informed that they 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.

The senior person will also be required to ensure that relevant white lanyard contractors receive appropriate training. For Catering staff, day cleaners and security staff this includes appropriate Safeguarding and Prevent training.

6.7. 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. This will include for those who are agreed cover staff.

The approved contractor process will need to be followed.

6.8. Trusted Contractors (orange)

Trusted contractors, who attend site on short notice, but less than 4 occasions in 30 days, will be issued with an orange lanyard and restricted access depending on the area they are required to work in.

A senior person from the approved contractor will be required to complete the Approved Contractor Statement (see Appendix A) bi-annually as a minimum, or on renewal of contract, whichever is sooner and will be informed that they are obliged to inform the College if any safeguarding concerns arise regarding the employee. If any concerns are raised, any decision will be taken on their suitability to access the College site by the Group Director of People in consultation with the DSL for the College.

The process will be managed and a record maintained by the Facilities Manager(s), held centrally. The facilities manager is also able to request photo ID.

Whilst these contractors do not need to be escorted, the facilities team will monitor the area with regular walk-throughs, where the contractors work to ensure both safeguarding and health and safety guidelines are not breached.

All other staff are required to be mindful of anyone wearing orange lanyards to ensure appropriate behaviours are followed at all times.

6.9. Agency Staff (White)

Agency staff have a full suite of pre-employment checks that are carried out by their agency provider, including a DBS check.

Agency staff will be included on the Single Central Record and attend an agency induction.

6.10. 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 for all approved contractors (see 3.2.7), the SIA licence information will be checked on a quarterly basis by the Facilities Manager.

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.

6.11. Ofsted inspectors (Pink)

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

6.12. Governors (Purple)

Governors will be issued with a Governor lanyard and Governor pass.

7. Visitor Categories and IDs

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

Visitor Type	Casual	Regular	DBS Check Required	Approved Contractor Statement	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		✓	✓		HR	Regular Visitor	White
Governors		✓	✓		HR	Governor	Purple
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
Trusted Contractors	✓		✓	✓	Facilities	Trusted Contractor	Orange

Visitor Type	Casual	Regular	DBS Check Required	Approved Contractor Statement	Approval By	Pass to be Issued	Lanyard Colour
Agency	✓	✓	✓		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

**Public body ID required, or red lanyard to be issued*

8. Visitor Access Control

8.1. 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/ n/a
Site Based Contractor	White		✓	✓		✓		n/a
Agency Security	White						✓	n/a
Trusted Contractor	Orange			✓				Daily
Governor	Purple						✓	n/a

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

8.3. Unless detailed above, access to additional rooms is on request through the ICT Helpdesk and requires the approval of the site Facilities Manager.

8.4. Trusted Contractor passes to access all areas are strictly limited or project

specific. These can only be authorised by the site Facilities Manager.

- 8.5. 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.

9. Visitor Access Approvals

9.1. Approvals for College passes will be via:

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

10. Escorting Arrangements

- 10.1. It is not always necessary to obtain a 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).
- 10.2. 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.

11. Unannounced Visitors

- 11.1. Although we anticipate that most visitors will be booked in advance, on occasion visitors will attend site unannounced.
- 11.2. 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.

12.ID Check and Challenge

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

13.Booking Visitors

- 13.1. To ensure our security and our aim to promote good practice in safeguarding, all visitors to the College must be booked in advance.
- 13.2. All visitors who will need access beyond the reception waiting areas to the College should be booked by their host through the 'Visitor Passes' icon on the MyDay/SharePoint page. This ensures that the correct level of access can be identified and the reception team can anticipate the arrival of visitors and ensure a prompt welcome.
- 13.3. 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.
- 13.4. 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.
- 13.5. If a white lanyard is requested, copies of relevant documentation i.e. Approved Contractor Statement 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.
- 13.6. 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.
- 13.7. 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

13.8. 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.

14. Visiting Groups

14.1. 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.

14.2. 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:

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

15. Managing Visitors

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

15.2. The host must complete the booking procedure to inform the customer service team in advance of the visit using the 'Visitor Passes' icon on the MyDay page/SharePoint page.

15.3. 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.

15.4. Visitors should be asked to read the 'Visitor Code of Conduct' on arrival at Reception. (see Appendix B)

15.5. Reception will call the host to notify them that their visitor has arrived.

- 15.6. Visitors should be kept at the reception point until collected by the host.
- 15.7. 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.
- 15.8. At the end of their visit, visitors must be escorted back to reception to sign out and return their badges.
- 15.9. 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

16. Wi-Fi Access

- 16.1. Access to our College Wi-Fi is tightly controlled to meet the Ofsted requirement to safeguard our students IT use.
- 16.2. 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.

17. Emergency Evacuation Procedures

- 17.1. 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.

- 17.2. 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.
- 17.3. 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.

18. Visiting Speakers

- 18.1. 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.
- 18.2. 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.
- 18.3. 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.

19. Protocol for Visiting Speakers

- 19.1. 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
 - Any visitor speakers must be authorised by the relevant Director for the area. The Director must be informed of all speakers invited in to the College and will confirm 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 C).
 - 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 by the organiser.
 - 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.

20. Duties and Responsibilities

20.1. 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.

20.2. Executive Director of Finance & Estates

The Executive Director for Corporate Support is responsible for all strategic aspects of strategic security and access control across the College premises.

20.3. Head of Safeguarding and Student Welfare

The Head of Safeguarding and Student Welfare is the Designated Safeguarding Lead (DSL) and is responsible for the safeguarding of students on College premises.

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

20.4. Group Director of People

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

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

20.5. Site Facilities Managers

The Site Facilities Managers are 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.

They will manage the day-to-day implementation of the Policy and monitor its continued effectiveness.

20.6. Staff

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

20.7. 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.

21. GDPR

- 21.1. All records associated with this policy will be retained and disposed of in accordance with the HR Retention policy.

22. Policy Monitoring, Review and Evaluation

- 22.1. A review of this policy will be undertaken by the review date by the policy writer and the Senior Manager responsible. The policy will then be presented to the Executive Group and, where required, the Governing Body for approval.

23. Equality Impact Assessment

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

24. Policy Distribution

- 24.1. A current version of this document is available via SharePoint. It does not contain confidential information and can be released to external parties
SharePoint site

MidKent College – Approved Contractor Statement

Please use this approved contractor statement for any visitors attending College, for more than 4 days in a 30 day period.

Do not use this process for College staff, MKC Training staff, Volunteers or agency staff, please contact the HR department for guidance for this.

The process for regulated activity is four steps and is as follows;

1. Section A – Initiated by a College Employee and supported by their line manager
2. Section B – Completed by a HR Manager or Senior Manager from the organisation providing the service
3. Section C – Submitted and reviewed by the Head of Safeguarding and Student Welfare
4. Section D – Reviewed by the HR department and confirmation of approval is issued to the requestor and College reception

Only when all four steps are completed can the individual attend College sites.

Section A - MidKent College – Approved Contractor Statement For Completion by MidKent College Staff.

Name of College staff making the request	
Job Title	
What is the purpose of this visit?	
Is this person going to visit the College site more than 4 times in a 30 day period?	
First date of visit	
Last date of visit	
Line managers approval of visit	

Section B - For the Senior Manager/ HR Manager of the organisation that the 'Visitor' is directly employed by.

Has your organisation undertaken an enhanced DBS with barred list (Children) check, for this individual?	
Does the result of the check confirm this person is suitable to undertake the regulated activity above?	
Do you hold satisfactory references for the above individual that do not raise any Safeguarding concerns?	
Is this person currently suspended from work or under any form of disciplinary investigation?	

Has the above named individual received recent, relevant safeguarding training?	
Name of Senior Manager/HR Manager	
Job Title	
Organisation Name	
Please note that this form will need to be verified by the below; <ul style="list-style-type: none"> • Sent with organisational headed paper • Sent from an official email account, e.g. @midkent.ac.uk 	

Section C - MidKent College – Approved Contractor Statement For completion by the Head of Safeguarding and Student Welfare.

Confirmation that the visit and activity is required	
Confirmation that you have reviewed and are satisfied by the above checks	
Name	
Date	

Section D - For completion by the HR Department.

Have all previous components of this form been completed satisfactorily?	
Has the organisational reference been verified by an official email account or headed paper?	
Email sent to original College requestor confirming approval is in place, cc in HoS, reception and Line Manager. Visitor code/advice document shared within email	
Access enabled	
Advanced notice of access removal in place	
Details included on SCR	
Note to remove details from SCR	
Name	
Date	

APPENDIX B

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, behaviour 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.

APPENDIX C

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.

APPENDIX D

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 the 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.

APPENDIX E

Visiting Speakers Request Form

To be completed by the proposed visiting speaker for consideration by the relevant Director.

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	