



# Visitors Policy

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## Purpose

To provide clear guidance and protocols for managing visitors to ensure the safety and security of students, staff, and the centre environment while maintaining a welcoming and professional atmosphere.

## Principles

- EmpowerEd will ensure the safety of all staff, students, and visitors through robust visitor management procedures.
- EmpowerEd aims to create an environment where legitimate visitors are welcomed while minimising risks associated with unauthorised access.

## Visitor Management Protocols

### **Upon Arrival**

- **Sign-In:** All visitors are required to sign in at reception using the visitor log. Identification should be verified.
- **Visitor Badge:** Visitors will be issued a badge that must be worn at all times during their stay.
- **Safeguarding Brief:** Visitors will be provided with a briefing outlining key policies, including fire evacuation procedures

### **During the Visit**

- **Supervision:** Visitors must remain under the supervision of a staff member unless explicitly authorised otherwise.
- **Restricted Areas:** Visitors are not permitted in restricted areas unless accompanied by a member of staff.
- **Conduct:** Visitors must adhere to the EmpowerEd Code of Conduct and demonstrate respectful behaviour at all times.
- **Confidentiality:** Information shared or observed during the visit must be treated as confidential unless disclosure is required for safeguarding reasons.

### **After the Visit**

- **Sign-Out:** Visitors must sign out at reception upon leaving and return back the visitor badge.
- **Debrief:** Staff hosting visitors should report any incidents or concerns to their line manager or the DSL immediately.



## Additional Safeguards

- **Photographs and Recordings:** Visitors are prohibited from taking photographs or recordings without prior written consent.
- **Fire and Emergency Procedures:** All visitors must be briefed on evacuation procedures upon arrival.
- **Unauthorised Visitors:** Any individual on the premises without a visitor badge or staff identification should be reported immediately to reception or site security.

## Incident Reporting

- If a safeguarding concern arises during a visit, the host must report it immediately to the DSL. No promise of confidentiality can be made if a child or vulnerable adult is at risk.
- Security breaches, such as unauthorised access, must be documented and addressed promptly.

## Review and Monitoring

The effectiveness of this policy will be reviewed annually or after any significant incidents involving visitors.