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## Quality Assurance Policies & Procedures

### SAFEGUARDING AND PREVENT POLICY

### CHILD AND VULNERABLE ADULT PROTECTION

## Appendix E

### Managing Visitors on College Site

#### Overview

Hartlepool College of Further Education [the College] is an 'open college' insofar that members of the public can access the College for information, advice and guidance related to potential enrolments as well as use the available services. With this in mind, this policy only relates to official visitors.

In accordance with all relevant legislation the College has a statutory and moral duty to ensure that the College functions with a view of safeguarding and promoting the welfare of children receiving education and training at the College, to those in its care who are on placement from the College, and adults over the age of 18 who may, by virtue of their circumstances, be vulnerable to abuse or exploitation.

The control of visitors is a fundamental part of our College's security policy for the safeguarding of both people and property.

#### Supervised visitors (SV)

The College will be visited by numerous people in the course of an academic year many of whom will be supervised by a member of the College's staff at all times whilst on the College's premises. For these people, the College's policy is that –

- All SV report to the reception desk on arrival.
- All SV are issued with a badge to be worn at all times.
- SV on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of the College.
- Any person on site without a badge will be asked to accompany a member of staff to the Reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Duty Officer. Any aggression will be reported to the police.
- Assurances from guest speakers will be made to ensure they are aware of the College's approach to safeguarding and RESPECT and that their talk to students does not undermine the College's values. If a member of staff feels a guest speaker has contravened the College's values, then they must either aim to stop the speaker or report this to a senior manager.

Examples of supervised visitors include (not exclusive or exhaustive):

- Parents
- Contractors and providers of services

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- External Verifiers
- Salespeople
- External speakers

### External speakers

The College recognises the value that external speakers bring to the College and its students and seeks to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations

The College confirms its commitment to freedom of speech in the College but seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff.

- External speakers provide the opportunity to enrich the College's curriculum and the learners' experience by providing valuable insights to the world of work and/or higher education.
- The risk of external speakers undermining the College's approach to safeguarding and Prevent is low; that said, **ALL** external speakers will be required to outline the content of their talk with the member of staff that has arranged their visit. Staff arranging speakers are required to complete the following electronic form to seek approval from the Executive and Designated Safeguarding Lead. If the content meets Gatsby benchmarks the electronic form will not be required.

[Visiting Speaker Hartlepool College of Further Education \(office.com\)](https://www.hartlepool.ac.uk/visiting-speaker)

- All external speakers will be supervised by the member of staff who has arranged the visit. If the member of staff feels that a speaker is undermining the College's approach to safeguarding/Prevent; this must be referred immediately to the College's Executive or Designated Safeguarding person.

### Unsupervised visitors (USV)

It is likely that a proportion of the College's visitors will, at some point, have unsupervised access to learners and the College will be responsible for checking the suitability of USVs to ensure they are appropriately qualified to work with young people and are competent in the activity they will deliver. **All USVs will work under the mentorship of a designated member of the College's staff.** These USVs will follow the procedure highlighted in QAPP 4.3.1 [Appointments Procedure] if they are in regulated activity and will be subject to the vetting and checking protocols.

### Trainees in initial teacher training (ITT) from universities/colleges

The USVs will be referred to the College from their respective university or college and it is expected that as a part of the college's student recruitment process enhanced criminal records and barred list checks will have been completed.

At the time of the request from the university/college this information will be required along with references related to the trainee(s).

During a trainee's placement with the College, the trainee's progress will be checked by the stated College mentor and necessary steps can be taken if the placement is not developing as intended.

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### **Trainees in initial teacher training - unsolicited**

Unsolicited applications from ITT students are most welcome by the College and the College will do all it can to accommodate these requests.

During a trainee's placement with the College, the trainee's progress will be checked by the stated College mentor and necessary steps can be taken if the placement is not developing as intended.

### **Volunteers e.g. parents, helpers, sports coaches, school/college work experience**

From time to time, the College receives unsolicited requests from individuals to volunteer their services at the College in order to gain experience in their chosen career. The frequent contact test should be met if the work with the College's students takes place once a week or more. The intensive contact test should be met if the work takes place on 4 days in one month or more or overnight.

If these transactions are for a short period of time, these should be supervised and the steps in section 2 should be followed.

These USVs will follow the procedure highlighted in QAPP 4.3.1 [Appointments Procedure] if they are in regulated activity and will be subject to the vetting and checking protocols.

During a volunteer's placement with the College, the volunteer's progress will be checked by the stated College mentor and necessary steps can be taken if the placement is not developing as intended.