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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 Keeping Children Safe in Education 2026 (KCSIE 2026), the Prevent duty and other relevant legislation and guidance, the College has a statutory and moral duty to safeguard and promote the welfare of children under 18, including those on placements arranged by the College, and to protect adults who may be at risk of abuse, neglect or exploitation. Safeguarding is everyone's responsibility and all decisions under this procedure must be child-centred, proportionate to risk and promptly recorded.

Effective control of visitors is a fundamental part of the College's safeguarding and security arrangements. The College will maintain clear, consistently applied systems that enable leaders to assure themselves that visitors are appropriately checked, identifiable, supervised where required and prevented from gaining unauthorised access to learners, sensitive information or restricted areas.

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 supervised visitors must report to Reception on arrival, provide appropriate identification where requested, state the purpose of their visit and the name of their College host, and be signed in using the approved visitor-recording system.
- All supervised visitors must be issued with the correct visitor badge or lanyard, display it visibly throughout the visit and receive essential safeguarding, emergency and site-security information appropriate to the purpose and duration of the visit.
- Supervised visitors must remain under the direct oversight of their named College host, be escorted in learner areas and other restricted areas, and be returned to Reception to sign out and return their badge before leaving the site. Hosts must not leave a supervised visitor alone with learners.
- Any person found on site without visible College identification or a valid visitor badge must be politely challenged in line with the College's safeguarding and security procedures, kept under observation where safe to do so, and escorted to Reception or asked to leave the site.
- Any refusal to comply, suspicious behaviour, safeguarding concern or breach of security must be reported immediately to the Duty Officer and, where it concerns a child or adult at risk, to the Designated Safeguarding Lead (DSL) or deputy. Call the police where there is immediate danger, a suspected offence

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or aggression. The incident, decisions, actions, rationale and outcome must be recorded on the appropriate College system.

- Guest speakers must follow the external-speaker approval and risk-assessment process below. The host must ensure that the speaker understands the College's safeguarding, Prevent, equality, respectful-behaviour and acceptable-content expectations before the event begins.
- Examples of supervised visitors include (not exclusive or exhaustive):
 - Parents
 - Contractors and providers of services
 - External Verifiers
 - Salespeople
 - External speakers

External speakers

The College recognises the educational value of external speakers and supports lawful freedom of speech. It will balance this with its safeguarding, equality and Prevent duties by applying proportionate due diligence, risk assessment, approval and supervision. No event may proceed where identified risks cannot be satisfactorily mitigated.

- 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 staff member arranging an external speaker must obtain sufficient information about the speaker, organisation, proposed content, audience, delivery method and any online material to complete a proportionate written risk assessment. The electronic form must be submitted for approval by the Executive and the DSL before the event is confirmed. Approval requirements apply to all external speakers, including activity contributing to the Gatsby Benchmarks; no curriculum or careers-related exemption applies. The decision, controls and authorisation must be retained as evidence.

[Visiting Speaker Hartlepool College of Further Education \(office.com\)](#)

- External speakers must be supervised throughout by the named host or another authorised member of staff. The host must be prepared to pause or end the activity if content or conduct conflicts with the approved plan, undermines safeguarding or Prevent duties, promotes unlawful extremist views, targets protected groups, or creates a risk of harm. Concerns must be reported immediately to the DSL or deputy and an Executive leader, recorded on the appropriate system, and referred to external agencies where required.

Unsupervised visitors (USV)

A visitor must not be given unsupervised access to children unless the College has assessed the role and completed all checks required by KCSIE 2026 and current regulated activity legislation. Before access begins, the College must verify identity, qualifications where relevant, references or suitability information, the appropriate level of DBS check and children's barred list information where the role is regulated activity, and any required overseas checks. Written assurances from an employer, agency or institution must be checked and retained; they do not remove the College's responsibility to be satisfied that the person is suitable. All unsupervised visitors must have a named College manager, receive safeguarding induction, know how to report concerns and comply with QAPP 4.3.1 [Appointments Procedure] and the College's safer recruitment and single central record requirements where applicable.

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

Before an ITT trainee begins, the College must obtain and verify written confirmation from the placing university or college that the trainee's identity and suitability have been checked and that the appropriate enhanced DBS and children's barred list checks, and any other relevant checks, have been completed. The College must record the assurance and agree in writing who is responsible for ongoing safeguarding oversight during the placement.

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.

Trainees in initial teacher training - unsolicited

Unsolicited ITT applications may be considered, but no placement may begin until a suitable role has been agreed, the regulated-activity status has been assessed, all required safer recruitment and safeguarding checks have been completed, and a named College mentor has been appointed. The decision and supporting evidence must be recorded.

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

Every volunteer role must be assessed before the person starts, taking account of the activities undertaken, the opportunity for contact with children, frequency, location and level of responsibility. From September 2026, supervision must not be relied upon as an exemption where the role otherwise meets the definition of regulated activity. Where the role is regulated activity, the College must obtain an enhanced DBS check with children's barred list information and must not permit the volunteer to undertake that activity until the required checks are complete.

Short-term or one-off activity must still be risk assessed. Where the activity is not regulated activity, the College must decide and record which checks and safeguards are proportionate, including direct supervision, restricted access, safeguarding briefing and a named host. A risk assessment must be retained and reviewed if the nature, frequency or level of contact changes.

Volunteers must follow QAPP 4.3.1 [Appointments Procedure] and the College's safer recruitment arrangements. Required checks and risk-assessment outcomes must be recorded in the appropriate central record or assurance record, with clear ownership, review dates and evidence readily accessible for safeguarding assurance and inspection.

The named College manager must monitor the volunteer's conduct and compliance throughout the placement. Any safeguarding concern or allegation, including a low-level concern, must be acted on without delay under the College's managing-allegations procedure, with referral to the DSL, senior manager, local authority designated officer and/or police as appropriate. Records must include the concern, action taken, decisions and rationale, and outcome.