

## Visitors Policy

volunteers, and young people interested in attending our college. Our college is a busy, thriving community so it is important that visitors are aware of the procedures to ensure everyone stays safe and disruption to learners and staff is kept to a minimum.

### **Making an appointment:**

Those wishing to visit the college should make arrangements in advance with the relevant college personnel stating clearly the reasons for the visit. The parents/carers of the young people who are interested in enrolling at the college are encouraged to attend one of the monthly Open Days. You will find the dates and details on our [website](#).

intercom, access is via the entrance on Walpole Road, Brighton, BN2 0AF.

Policy Owner	Principal of College	Review Date:	April 25
Policy No.	107e	Version No.	4.0



## Appendix 1

### Behaviours of Distress

During your visit you will have an identified host who will accompany you and identify key health and safety information for your visit. In addition to this, please note the following important information:

All St College learners are supported by a dedicated team of Learning and Behaviour Specialists (LABS). Each learner will be supported by at least one LABS

Learners can sometimes engage in behaviours that appear unusual or These may include:

- o Aggression (pulling hair, hitting, throwing objects)
- o Self-injury (hitting, biting self)
- o Running (at speed without caution)
- o Not following instructions (e.g. getting stuck when moving from one room to the next; sitting on the floor)
- o Property destruction (breaking windows, , grabbing items from you)

We aim to promote a calm and orderly environment that minimises the likelihood of these

behaviours occurring. However, if a challenge does arise our staff team will do their best to resolve the situation as safely as possible.

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Staff must inform the visiting speaker that USB sticks must not be brought into college and that any presentation/material etc should be sent to the organiser in advance.

Staff must refuse to allow people/organisations to use college premises if they have links to person/organisation in writing.

The HR & Compliance Administrator will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the College's Data Protection Policy.

identity.

On arrival to site, the Visiting Speaker will be asked to sign a copy of the Visiting Speaker Agreement Form (form below).

Visiting speakers are to be accompanied at all times and are not to be left unsupervised with learners at any point.

In the unlikely event that the talk/presentation does not meet with the requirements of the Visiting Speakers policy, College staff have the right and responsibility to interrupt and/or stop a presentation.

The organiser will conduct a post-event evaluation of how the visit met the needs of our learners.

Name of member of staff making request:	
Proposed date/time of event/session to be attended by visiting speaker:	
Proposed location for the event	
Brief description of event/reason for visit:	
Target audience (tutor group or specific learners)	
Approximate audience number	
Name of the visiting speaker	
Brief biography of speaker	
If applicable, the name of the organisation the visiting speaker represents	
State research on the person/organisation has been carried out to establish whether they have demonstrated extreme views/actions	
Topic of the proposed presentation and short summary of content to be covered along with how this links to your curriculum	

**PLEASE RETURN THIS REQUEST FORM AT LEAST 3 WEEKS IN ADVANCE OF THE EVENT TO THE DSL OR PRINCIPAL**

**To be completed by the DSL/Principal:**

Provisional permission granted Yes/ No.  
If denied, reasons for not granting approval:

**This form must be sent to HR/Compliance administrator**

## VISITING SPEAKER AGREEMENT FORM

people and expects all staff, teaching and non-teaching (including temporary and supply staff), governors and visitors and volunteers to share this commitment.

safeguard and promote the welfare of children and young adults and to work together with other agencies to ensure that there are adequate arrangements within our college to identify, assess and support students.

Name of visiting speaker:	
Organisation (if applicable):	

**The visiting speaker agrees to the following:**

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
  2. The visiting speaker is not permitted to encourage, glorify, or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
  3. The visiting speaker must not spread hatred and intolerance of any social or minority groups (religious, non-religious, LGBTQ, ethnicity for example) and must communicate within a framework of positive debate and challenge.
  4. The speaker must not use foul or abusive language or language which may offend those listening, either intentionally or unintentionally.
  5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
- College staff have a responsibility and the right to interrupt and to stop the presentation in any violation of this agreement.

**I have read**