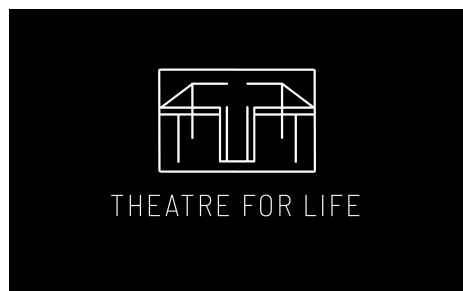


Theatre for Life Visitors Policy and Procedures Policy Statement



Created: August 2018 Safeguarding Officers: Michelle Smith Lisa Fernandez Adams	THEATRE FOR LIFE CIC YOUTH THEATRE EDUCATION TALENT www.theatreforlife.co.uk
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TEMPORARY VISITORS POLICY

Description:	Sets out the companies approach and procedure for the admittance of external visitors.
Document type:	Policy
Document keywords:	Safeguarding, Duty of Care.
Main areas affected:	All staff and students
Date document valid from:	August 2018
Document review due date:	September 2020
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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Theatre for Life CIC and Talent has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from subjection to any form of harm, abuse or nuisance.

It is the responsibility of the senior staff and Safeguarding Officers Michelle Smith and Lisa Fernandez Adams to ensure that this duty is uncompromised at all times.

In performing this duty, Theatre for Life CIC and Talent recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

Theatre for Life CIC and Talent therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the Theatre for Life site.

Policy Responsibility

Michelle Smith and Lisa Fernandez Adams are the staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the school's security staff and Child Protection Officer as appropriate. All breaches of this procedure must be reported to Michelle Smith and Lisa Fernandez Adams.

Aim

To safeguard all children under Theatre for Life CIC and Talent both during contact hours and out of contact hours activities which are arranged by the Theatre for Life CIC and Talent. The ultimate aim is to ensure that students at Theatre for Life can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to Theatre for Life which is understood by all staff, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

Theatre for Life is deemed to have control and responsibility for its students anywhere on the site (i.e. within the boundary fence), during normal contact hours, during after hours activities and on organised (and supervised) off-site activities.

The policy applies to:

- All staff employed by Theatre for Life
- All external visitors entering the site during the day or for after contact hours activities
- All patrons of Theatre for Life
- All parents and volunteers
- All students
- Independent contractors who may transport students on minibuses or in taxis

Protocol and Procedures

Visitors to Theatre for Life

All visitors to Theatre for Life may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors list as set out below). They must follow the procedure below.

- Once on site, all visitors must report to our admin team first in the Performing Arts Communal area. No visitor is permitted to enter Theatre for Life via any other entrance under any circumstances.
- All visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request. A password will be set with parents / guardians for collection of their children.
- All visitors will be asked to sign the Visitors Record Book which is kept in the Performing Arts Communal area at all times making note of their name, organisation, who they are visiting, car registration and visitor badge number.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the Performing Arts Communal area to notify the administrator on duty. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

Designated contacts collecting children from Theatre for Life

- All parents / guardians will create security password for the collection of their children agreed by the senior team and on the register.
- All parents / guardians must notify the senior team Michelle Smith and Lisa Fernandez Adams if they require someone else outside of the family unit to collect their child.

Visitors Departure from Theatre for Life

On departing Theatre for Life visitors MUST leave via the Performing Arts Communal area and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- A member of staff should escort the visitor to the staff car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

Any visitor to the Theatre for Life site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the Theatre for Life site.

They should then be escorted to the Performing Arts Communal area to sign the visitors book and be issued with an identity badge.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and Michelle Smith and Lisa Fernandez Adams should be informed promptly.

Michelle Smith and Lisa Fernandez Adams consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

Volunteers

All volunteers and parent helpers must comply with DBS procedures.

Theatre for Life will check that volunteers and parent helpers DBS is current (i.e. less than 3 years old)

All volunteers will sign the volunteer code of conduct prior to any work.