

Policy Name	Guests, Visitors and Facilitator Policy	
Policy Reference	NWCS-OP07	
Policy Owner	Paul Sheron	
Latest Review Date	31/01/2023	
Next Review Date	31/01/2024	
Version	Approved by	Summary of changes
1	PS	

Aim and Purpose of the policy	To ensure that 100% of employed personnel and guests, visitors and facilitators are aware of the process to adhere to when entering NWCS premises.
Who is this policy for?	This policy relates to all guests, visitors and facilitators entering NWCS premises
Key contacts and resources	<p><u>Key Contacts</u> Head of Centre- Paul Sheron Operational Manager- Karen Luxon</p> <p><u>Resources</u> -Keeping Children Safe in Education (DfE September 2022) -General Data Protection Regulations 2018 (GDPR)</p>
Relate Policies and Procedures	<p>-Safeguarding Policy -Equality Policy</p>

Aim and Vision

North West Community Services Training Ltd (NWCS) **guests, visitor & facilitator policy** is a policy initiated to ensure the safety of their organisation, employees, learners and their visitors by giving guidelines on the right time for office visits, how to handle the visitors, and what the necessary procedures are regarding allowing visitors to come in and out the office

Rationale

NWCS Training Ltd welcomes visitors from the local community and from a variety of outside agencies to promote learning and wellbeing through their experience and expertise. NWCS will aim to prioritise:

- The safety and security of all learners and staff.
 - The safety and security of all visitors.
 - Enhancement and enrichment of the on-going curriculum through specialist expertise. -
- Effective partnerships are developed with appropriate agencies, which contribute to the welfare, wellbeing and learning of the school community.

Intent

We recognise that it is our responsibility to our students, to ensure that:

- They are safe within our care and during their teaching, learning and studies when in centre and at work
- They can critically assess the information they receive from staff and guest speakers, trainers and facilitators or teaching assistants
- That their learning information, advice and guidance is culturally aligned and commensurate with NWCS mission, vision and values and to the British Values, implicit within the Prevent Duty.

Implementation

Protocols

NWCS sets clear protocols for ensuring that any visitors, guest trainers, speakers and facilitators are suitably managed and appropriately supervised. In order to comply with the prevent duty and other relevant legislation including data-protection. NWCS will ensure that:

- All visitors, guest trainers, speakers and facilitators have an obvious or named point of contact or liaison at NWCS (the Organiser)
- Visitors in person are received by reception staff and where they will wait until the relevant staff member meets them or until they leave.
- Visitors are never allowed beyond reception unaccompanied.
- All Visitors, guest trainers, speakers and facilitators provide adequate photo ID such as a driving licence or passport upon arrival.
- Visitors, guest trainers, speakers and facilitators are accompanied at all times by NWCS staff and are not left unsupervised with learners at any time.
- Guest trainers, speakers and facilitators are not granted attendance at an event without the explicit clearance of NWCS Leaders and designated safeguarding officers.
- Guest trainers, speakers and facilitators sign a declaration to agree to comply fully with the Requirements of Guest Speakers, Trainers and Facilitators, below.

- NWCS Leaders and designated safeguarding officers undertake due diligence and research on the visiting guest trainer, speaker or facilitator and their organisation to establish whether they have or are likely to demonstrate views, opinions or actions of an extreme or radical nature.
- NWCS Leaders and designated safeguarding officers vet all materials/information/lesson plans, prior to the event.
- NWCS Leaders and designated safeguarding officers refuse access or materials/information to be used or circulated, if these are from guest trainers, speakers and facilitators or organisations who either directly promote radical and extreme materials and views or do so by link/allegiance to extreme groups or movements.
- A formal register of all guest trainers, speakers and facilitators is maintained and Post-event evaluations are completed to assess the degree to which the visit/event met the needs of learners.

Requirements

In accordance with the "Prevent Duty" guidance, guest trainers, speakers and facilitators are required to agree to the following terms and conditions:

- The presentation, speech or session plan, including all implicit information and materials used, must not verbally, literally or pictorially, or by any other means, incite hatred, violence, attempt to radicalise learners in any way or call for the breaking of the law.
- The guest trainer, speaker and facilitator is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The guest trainer, speaker and facilitator must not spread hatred and intolerance of any minority group/s in the community.
- The guest trainer, speaker and facilitator must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Guest trainers, speakers and facilitators are not permitted to raise or gather funds for any external organisation or cause without express permission from NWCS SMT
- NWCS staff have the right and responsibility to interrupt and/or stop the presentation, speech or session or any part of it for any violation of this agreement.

Impact

It is a requirement that 100% of employed personnel and guests, visitors and facilitators are aware as to the process to adhere to when entering NWCS premises. A clear guests, visitors and facilitators policy encourages a culture which sets ground rules where wrongdoing can be addressed quickly and potentially before any regulatory action or damage to reputation can take place. Subsequently learners will be kept safe.

Definitions

Prevent Duty Guidance: for further education institutions in England and Wales states; "education institutions should have policies and procedures in place for the management of events held on their premises. The policies should apply to all staff, students and visitors and clearly set out what is required for any event to proceed"

Policy Review and Implementation

This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This policy is specific to that of NWCS Training Ltd and has been ratified by Head of Centre Paul Sheron



31/01/2023