



Visitors Policy and Procedure

This policy and procedure is in place to keep our staff and our children and young people safe while on site at Dorset Pathways.

Visiting by arrangement

Most visitors to the Dorset Pathways sites will be by arrangement in advance. Any visits scheduled will be communicated to the Learning Mentors and Directors at the site well in advance via the internal WhatsApp group. Location hosts or those hosting the visitors are responsible for meeting the visitor at the site entrance at the agreed time, accompanying them onto the site, checking their ID and asking them to sign in. A brief introduction to any staff on site is appropriate but not the children or young people necessarily. Please point out the safeguarding poster and contacts on the information board inside the door as well as drawing their attention to the Fire Exit poster and location of the Fire Assembly Point. The visitors need to be accompanied by a Dorset Pathways staff member at all times while on site. When signing in, visitors need to provide their name, company (if relevant) the person or reason they are visiting, as well as their vehicle registration and mobile number. If visitors are wearing an official photo ID badge from their setting, if appropriate they may be allowed to continue to wear this on site rather than being issued an additional visitor's badge.

Monitoring for unexpected visitors

Learning Mentors have clear sight of the entrance doors from the learning spaces. All visitors will be challenged and signed in straight away. All children and young people will be supervised by Learning Mentors at all times.

Should any Learning Mentors not be sure that the individual is entitled to visit they should seek guidance from senior staff. If it is authorised and a member of staff is available to accompany the visitor at all times when on site, the visit can go ahead. If this is not possible, then the visit will need to be rearranged for a more convenient time. The above signing in procedures will be observed and a visitor's badge will be provided if necessary.

In case of emergency

In the case of unwelcome pressure to enter or threatened violence from a member of the public other Dorset Pathways staff on site should be alerted immediately by mobile and the Police called to assist if needed. Staff should ensure YP are taken to a safe place as quickly as possible and Directors must be advised of the situation. Please see the Site Security and Visitors Risk Assessment for further information.



Authored by Directors

Last Reviewed : August 2023

Next Review : August 2024