



Rainbow Horses

Learning Centre CIC

Policy for the Management of Visitors

Overview

The safety of our learners is paramount. This policy has been put in place to ensure that visitors to Rainbow Horses are carefully checked and monitored during their time here. It will ensure that no unauthorised person has entry to Rainbow Horses.

Objectives

- To prevent unauthorised persons from entering Rainbow Horses.
- To make visitors welcome.
- To ensure that visitors are monitored and checked.
- To monitor visitors carefully during their time at Rainbow Horses.
- To be able to account for, and locate, visitors at all times.

Strategies

- The entrance gate will be kept locked while learners are on site.
- All visitors will report to Rainbow Horses gate where they will be welcomed and asked for their details and for the name of the person they need to see.
- Visitors must sign-in on the visitor list and sign out as they leave.
- Each visitor will be given an identification badge that must be worn visibly at all times.
- Visitors' identification badges must be collected in by staff before the visitor leaves.
- Visitors will be asked to wait in the reception area until the person that they have come to see arrives to take charge of them. That person will be responsible for them during their time at Rainbow Horses and will escort them back to reception at the end of their visit.
- The site manager will be responsible for workmen/women, and trades people, during their time in Rainbow Horses. They must show proof of identity to the site supervisor if they are not already known to him/her. He/she will alert senior staff of their presence.
- The senior learning facilitator must be informed immediately if members of the police, fire service, local authority, Ofsted, or other official bodies, arrive at Rainbow Horses unexpectedly.
- Any member of staff must challenge any stranger they meet who is not wearing identification or who is acting suspiciously.
- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave the premises immediately. In this situation, they should be immediately removed from any situations where there is a possibility of them harming learners or staff. If necessary the police should be summoned to remove them.

Outcomes

This policy will promote the ethos of Rainbow Horses. It will ensure that learners and staff are safe and that visitors are properly welcomed, supervised and monitored. It will prevent unauthorised persons from entering Rainbow Horses.

Date adopted 21st March 2014

Signed S. Coombes

Last reviewed 27th April 2023