

IMPACT ALTERNATIVE LEARNING

VISITOR & NON-STAFF PRESENCE POLICY

This policy is written in line with Keeping Children Safe in Education (KCSIE) 2025, Working Together to Safeguard Children 2023, and relevant safeguarding legislation.

1. PURPOSE

This policy outlines the procedures and safeguarding controls in place to manage visitors and non-staff individuals on site. The aim is to ensure the safety and welfare of all students at all times.

2. DEFINITION OF VISITORS

A visitor is any individual who is not employed by Impact Alternative Learning and is not recorded on the Single Central Record (SCR).

3. SAFEGUARDING PRINCIPLES

All visitors must be authorised, supervised, and adhere to safeguarding procedures. Under no circumstances will a visitor have unsupervised access to students.

4. VISITOR PROCEDURE

Pre-Arrival

- All visits must be pre-approved by the Principal or DSL.

On Arrival

- Visitors must sign in • ID must be verified • Safeguarding briefing provided

During Visit

- Visitors must remain supervised at all times • Access is restricted to agreed areas only

Departure

- Visitors must sign out • Records retained for audit

5. VISITOR FLOW PROCESS

Request → Approval → Sign-in → ID Check → Safeguarding Brief → Supervised Access → Sign-out

6. RESTRICTIONS

Visitors must not: • Be left alone with students • Deliver lessons • Access student data • Move freely around site

7. MONITORING & REVIEW

This policy is reviewed annually and monitored by the DSL and Principal.

8. SAFEGUARDING STATEMENT

Impact Alternative Learning maintains strict safeguarding controls. No non-staff individual is permitted unsupervised access to students at any time.