

Visitors Policy

St John's College welcomes visitors, including parents and family members, carers, professionals, volunteers, and young people interested in attending our college. Our college is a busy, thriving community so it is important that visitors are aware of the procedures to ensure everyone stays safe and disruption to learners and staff is kept to a minimum.

Making an appointment:

Those wishing to visit the college should make arrangements in advance with the relevant college personnel stating clearly the reasons for the visit. The parents/carers of the young people who are interested in enrolling at the college are encouraged to attend one of the monthly Open Days. You will find the dates and details on our [website](#).

All visitors must make themselves known with the St John's College reception, by pressing the intercom, access is via the entrance on Walpole Road, Brighton, BN2 0AF.

Visitors will be collected from the entrance and taken to the St John's College reception office where they will be signed in and issued a visitor's badge/lanyard. It is the responsibility of the visitor's escort to ensure signing in/out procedures are adhered to.

On leaving the college visitors must sign out at St John's College reception office and will then be escorted to the building entrance/exit.

There is limited onsite parking at the college, however there are a number of public parking facilities, close to the college. Details of which can be found on our website.

Key information

- Tours of the college are usually restricted to corridors unless pre-arranged. This is to ensure minimum disruption to the learners.
- Visitors are asked to follow any direction given to them by St John's College staff during visits.
- On rare occasions incidents may occur with learners, and staff will ask visitors to leave or redirect their route.

Safeguarding:

- Staff will not share personal information about learners.
- Visitors are not permitted to take recordings, photos or videos. We also ask that visitors do not interact with social media such as twitter, when on Campus.
- If you have a safeguarding concern, please ask for the designated safeguarding officer onsite.
- Visitors should be accompanied at all times, and have a visitors pass. Staff are within their rights to, and are expected to, question unaccompanied visitors. Please do not take offence; it is important we adhere to our safeguarding policies and procedures. There is a copy of these on our website.

Food:

- Some of our learners have life threatening food allergies. Due to this we are a nut free college, please do not bring any nuts or nut products into the college.

Policy Owner	Principal of College	Review Date:	April 25
Policy No.	107e	Version No.	4.0

- We ask that food is not brought into and consumed within the main college area; we have designated areas where food can be consumed please ask a member of staff.
- Hot drinks should not be carried in the corridor

Fire Evacuation/ Health & Safety:

- You will be informed if we are expecting a fire drill on the day of your visit. If you hear the alarm sound, please exit the building and meet at the designated muster point.
- Fire marshals will direct you to the fire exits
- If you are involved in an accident whilst onsite please ensure a manager is informed.
- If you have any health needs or concerns, please speak with your host at the start of your visit.
- There is access to a trained first aider on site

This policy should be read alongside the following St John’s College and Ambitious about Autism policies and procedures:

- Child Safeguarding and Protection Policy and Procedures.
- Adult at Risk Safeguarding and Protection Policy and Procedures.
- Healthcare Policy

Policy Owner	Principal of College	Review Date:	April 25
Policy No.	107e	Version No.	4.0

Appendix 1

Behaviours of Distress

During your visit you will have an identified host who will accompany you and identify key health and safety information for your visit. In addition to this, please note the following important information:

- All St John's College learners are supported by a dedicated team of Learning and Behaviour Specialists (LABS). Each learner will be supported by at least one LABS
- Learners can sometimes engage in behaviours that appear unusual or 'challenging'. These may include:
 - Aggression (pulling hair, hitting, throwing objects)
 - Self-injury (hitting, biting self)
 - Running (at speed without caution)
 - Not following instructions (e.g. getting stuck when moving from one room to the next; sitting on the floor)
 - Property destruction (breaking windows, , grabbing items from you)
- We aim to promote a calm and orderly environment that minimises the likelihood of these behaviours occurring. However, if a challenge does arise our staff team are trained in how to resolve the situation as safely as possible.
- There is potential that any of the behaviours listed above may be directed towards you. It is important to follow the instructions and guidance given to you by your host (e.g. waiting for a moment before entering a room, positioning in a classroom, etc.)
- All behaviour is meaningful; our learners have positive behaviour support plans that explain why behaviour occurs, how to avoid it, and how to respond to it safely. LABS who support our learners lead in the implementation of the strategies in this plan.
- If a LABS or your host feel that there is potential for a challenge to occur, they may ask you to move with them to another location. Please follow any instructions you are given
- Sometimes these challenges can occur quickly without warning signs. In the unlikely event that you are impacted by a challenge (e.g. hair pull, hit, etc.):
 - Know that your host and the LABS will help you and work to resolve the situation as quickly as possible
 - If you are physically engaged (e.g. hair pull) please remain as calm as possible and allow our staff to disengage the learner safely using trained strategies. Your host will bring you to a safer environment and the LABS will support the learner
 - We have trained First Aid staff to support if required

Policy Owner	Principal of College	Review Date:	April 25
Policy No.	107e	Version No.	4.0

Appendix 2

Visiting Speaker Procedure

We often invite speakers from our wider community to give talks to enrich our learners' experience of college providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Please be aware that this policy relates to speakers who deliver remotely as well as physically.

The college recognises its responsibility to:

- Equip our learners with the skills needed to critically assess the information they receive.
- Ensure that the material contained in these presentations is aligned with the fundamental British values of democracy, the rule of law, individual liberty and tolerance of those with different faiths and beliefs.
- Prevent learners being exposed to material which may see them being drawn to extremist ideologies and/or terrorism.

The key document informing this policy is 'The Prevent duty - Departmental advice for schools and childcare providers' (June 2015) and the Revised Prevent Duty Guidance for England and Wales' (April 2021) and arrangements to safeguard and promote the welfare of all learners in line with the statutory duties set out as s175/157 of the Education Act 2002 and Keeping Children Safe in Education This policy should be read in conjunction with the College's Safeguarding Adults and Protection Policy, and the Safeguarding and Child Protection Policy.

Expectations in relation to the content of presentations made by visiting speakers:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
 2. The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
 3. The visiting speaker must not spread hatred and intolerance of any social or minority groups (religious, non-religious, LGBTQ, ethnicity for example) and must communicate within a framework of positive debate and challenge.
 4. The speaker must not use foul or abusive language or language which may offend those listening, either intentionally or unintentionally.
 5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.
- All visiting speakers to have a nominated point of contact at the college (the organiser)
 - The organiser at SJC must complete the Visiting Speaker at St John's College Form, well in advance of the visit. This should be authorised by the Designated Safeguarding Lead or Principal. This form requires the organiser to ascertain the information the Visiting Speaker wishes to communicate, to ensure it is appropriate to the age, maturity and cognitive ability of the learners to be in attendance and does not undermine British values or the ethos and values of the College.
 - The organiser must send a copy of the Policy for Visiting to the speaker in advance of their visit.
 - The organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this to be submitted to the HR & Compliance Administrator along with the visiting speaker at St John's College Form (form below).

Policy Owner	Principal of College	Review Date:	April 25
Policy No.	107e	Version No.	4.0

Page 2 of 7

- Staff must inform the visiting speaker that USB sticks must not be brought into college and that any presentation/material etc should be sent to the organiser in advance.
- Staff must refuse to allow people/organisations to use college premises if they have links to extreme groups or movements. Justification of the college's decision will be provided to the person/organisation in writing.
- The HR & Compliance Administrator will keep a formal register of all visiting speakers. Any information gathered will be kept in accordance with the College's Data Protection Policy.
- Visitors are to sign in on arrival at reception and will be given a visitor's badge. Visitors must provide photo ID upon arrival at college, the organiser should check this and verify the Speaker's identity.
- On arrival to site, the Visiting Speaker will be asked to sign a copy of the Visiting Speaker Agreement Form (form below).
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with learners at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Visiting Speakers policy, College staff have the right and responsibility to interrupt and/or stop a presentation.
- The organiser will conduct a post-event evaluation of how the visit met the needs of our learners.

Name of member of staff making request:	
Proposed date/time of event/session to be attended by visiting speaker:	
Proposed location for the event	
Brief description of event/reason for visit:	
Target audience (tutor group or specific learners)	
Approximate audience number	
Name of the visiting speaker	
Brief biography of speaker	
If applicable, the name of the organisation the visiting speaker represents	
State research on the person/organisation has been carried out to establish whether they have demonstrated extreme views/actions	
Topic of the proposed presentation and short summary of content to be covered along with how this links to your curriculum	

PLEASE RETURN THIS REQUEST FORM AT LEAST 3 WEEKS IN ADVANCE OF THE EVENT TO THE DSL OR PRINCIPAL

To be completed by the DSL/Principal:

Provisional permission granted Yes/ No.
If denied, reasons for not granting approval:

This form must be sent to HR/Compliance administrator

VISITING SPEAKER AGREEMENT FORM

St John's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, teaching and non-teaching (including temporary and supply staff), governors and visitors and volunteers to share this commitment.

St John's College takes seriously its responsibility under section 175/157 of the Education Act 2002 and other guidance including 'Keeping Children Safe in Education' and 'The Prevent Duty' to safeguard and promote the welfare of children and young adults and to work together with other agencies to ensure that there are adequate arrangements within our college to identify, assess and support students.

Name of visiting speaker:	
Organisation (if applicable):	

The visiting speaker agrees to the following:

1. The presentation must not incite hatred, violence, or call for the breaking of the law.
2. The visiting speaker is not permitted to encourage, glorify, or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
3. The visiting speaker must not spread hatred and intolerance of any social or minority groups (religious, non-religious, LGBTQ, ethnicity for example) and must communicate within a framework of positive debate and challenge.
4. The speaker must not use foul or abusive language or language which may offend those listening, either intentionally or unintentionally.
5. Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Principal.

College staff have a responsibility and the right to interrupt and/or stop the presentation for any violation of this agreement.

I have read these guidelines and agree to abide by them.

Visiting speaker's signature: _____

Date: _____

Please return this form to Reception.