



Visitor to Site Policy 2020

Visitor to Site Policy

Introduction

This policy is intended for visitors requiring access to learners for delivery or assessment

What We Do

EVOLVE YOUR FUTURE's training provision is catered to young people and adults over the age of 16 and includes young people from ethnically diverse and socially and economically disadvantaged areas. Primarily learners are over 19 years of age. However, the age and profile of our learners make it crucial to be involved in the Prevent strategy and carry out necessary checks for all external speakers and organisations attending EYF centres and training session with learners.

Therefore,

- All visitors to the centre or venues being used will be asked to sign in and will also be asked if they have a current Disclosure Barring Service Check, formally known as a Criminal Records Bureau Check (CRB). All visitors will be asked to bring original copies if possible, on the day of the planned visit along with one proof of formal ID such as driver's licence or passport or valid photo identification. Our reception staff will ask to see the DBS Certificate and check that is valid from the date of the visit as per current regulations.
- Visitor's with a current DBS will be allowed access to the centre unaccompanied, visitors with DBS which is older will always be accompanied by a member of EYF staff.
- Visitors holding a valid DBS but cannot bring it along will be asked prior to the visit to provide written confirmation from their employer. The letter must be on the establishments headed paper and include the company's name, current DBS/CRB reference number, date of issue and the DBS/CRB registering body.

This policy has been approved and authorised by

Name: David McClurg

Position: Company Secretary