TEMPORARY VISITOR POLICY

This document sets out the policy and procedures of PPA Academy Ltd ("PPA"), relating to temporary visitors to the building, property and grounds associated with PPA namely Unit 1, Deacon Field, Guildford, Surrey GU2 8YT (the "College"). This policy relates to all visitors and contractors visiting PPA prior to them entering the College.

1. Arrival and signing in

All visitors and contractors must sign in at reception and may be asked to provide a form of ID, the name of the person they are visiting and the nature of their visit.

2. Car park

All visitors must sign in with their name and vehicle registration details, using the digital tablet at reception, upon entering the College, to avoid a parking fine. Vehicles must be parked in a designated visitor space and will be left at the visitor's own risk. PPA will not be liable for any damage caused to vehicles parked in the car park.

3. Health and safety

Smoking and vaping are not permitted within any part of the College.

In the event of a fire alarm, visitors should exit the building by the nearest exit. All exits and exit routes are marked with green Fire Exit signs. Visitors should make their way to the nearest assembly point. not leave the College unless they have signed out. **If visitors require assistance to evacuate the building, reception should be notified.**

4. Privacy Statement

As part of their visit to PPA and under the UK a general data protection regulation (UK GDPR), PPA collects and stores personal details and information about visits for the purpose of managing and operating the college under the relevant legal basis. PPA's Privacy Policy is available on the website.

5. Safeguarding Statement

PPA, takes the safeguarding of their students and staff seriously. Safety is important to us and ask that the following steps are taken to safeguard our students by:

- Signing in upon arrival, and also when leaving.
- Wearing a visitor lanyard or high vis jacket whilst at the College at all times.
- Remaining in the area off the College in which permission has been given.
- Not accessing areas of the College unsupervised unless permission has been given.

PPA understands and embraces the need to take action to safeguard and promote the welfare of our students who can be subjected to:

- physical abuse, sexual abuse and harassment
- bullying
- emotional abuse
- financial abuse
- neglect
- radicalization
- domestic abuse
- sexual and criminal exploitation
- female genital mutilation (FGM)
- forced marriage

If a visitor has any concerns regarding the safety or welfare of any student, including concerns relating to a student's mental health and emotional well-being, substance misuse or weapons, they must:

- inform a member of staff immediately.
- explain to the student what they are doing and why.
- not investigate.
- not promise confidentiality.

Visitors can protect themselves to avoid any unfounded allegation, by remembering the following:

- Avoid being alone with a student.
- Never touch a student.
- Never offer to give a lift to a student.
- Never use inappropriate language or gestures.
- Never give personal/contact details to a student (address, phone number, email etc) or contact them through your personal social media sites, telephone or email.

Safeguarding Contacts: Sarah Thorne, David Mitchell, Laura Tilling, Nick Charters, Joel Gatehouse, Lucy Stewart.

Thank you for helping us keep our students and college safe.

Policy Updated: August 2024

Update Review Due: September 2026