



Visitor Policy

Title	Visitor Policy
Summary	This policy sets out our approach and procedures to visitors on NLT sites.
Written by	Carly Steel (Head of Education)
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Due to review	Jan 2025

The aims of this policy

The purpose of this policy and its procedures is to safeguard all learners and staff when they are on either NLT site. It aims to protect visitors from potential risks onsite relating to the environment, animals or learners.

This policy applies to:

All staff who work at NLT including session leaders, animal care workers, coordinators, tutors and directors

All external visitors entering the NLT sites when learners are present which may be before, during or after usual opening hours. Visitors may include, but are not limited to, local authority staff, partnership school staff, support workers not employed by NLT, taxi drivers, building and maintenance contractors, vets, farriers.

Parents/carers

Volunteers

Children, young people and vulnerable adults

Procedures

Before a visitor is invited to NLT an operational director is informed of the purpose, date and time of the visit.

Formal visitors representing the local authority, businesses, contractors, outside agencies etc are required to present formal identification.

All visitors enter sites through the main gates, after they have been granted access by a coordinator or director.

All visitors are required to sign in using the diary in the log cabins.

All visitors are required to wear an identification badge provided by NLT.

All visitors are informed about emergency evacuations procedures, including warning of any current risks relating to inclement weather, animal or student behaviour and welfare.

Visitors are escorted to their point of contact. The contact will then be responsible for them while they are on site. Visitors must not be left alone at any time.

Unknown/Uninvited Visitors

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on site. They should then be escorted to the coordinator or director onsite and the above procedures followed.

In the event that the visitor refuses to comply they are asked to leave the site immediately. If they continue to refuse to comply the police will be called.

Please read this policy in conjunction with the following policies:

Safeguarding Policy

Healthy and Safety Policy

Fire Safety Procedures

Volunteer policy