

OXFORD INTERNATIONAL COLLEGE BRIGHTON

VISITORS AND CONTRACTORS POLICY

POLICY INTENDED FOR:	Staff and Students
CATEGORY:	College Wide
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Deputy Principal Pastoral & Wellbeing HR Manager & Operations Manager
REVIEWED DATE:	March 2026
NEXT REVIEW:	March 2027

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AIMS OF THIS POLICY

Oxford International College Brighton (OICB) welcomes visitors to the College. The College has a legal duty of care for the health, safety and wellbeing of all students and staff, and a responsibility to ensure that the security and wellbeing of our students is always uncompromised. This duty of care incorporates the duty to safeguard all students from being subjected to any form of harm or abuse. It is the responsibility of the Principal and Designated Safeguarding Lead (DSL) to ensure that this duty is always implemented.

This policy ensures that OIC Brighton has a clear, consistently applied protocol for the safe and appropriate management of visitors and contractors on campus. It sets out the procedures all staff must understand and follow to regulate any contact between visiting adults and OIC Brighton students. OIC Brighton recognises that safeguarding and child protection require constant vigilance. For this reason, the College expects all visitors and contractors, without exception, to adhere to the policy and procedures outlined below.

HEALTH AND SAFETY STATEMENT

It is the policy of OICB to comply fully with the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), the Construction (Health, Safety and Welfare) Regulations 1996 (as amended), the Construction (Design and Management) Regulations 1994 (as amended), and all other relevant health and safety legislation.

The College is committed to maintaining a safe and healthy working environment for all employees and to protecting the wellbeing of everyone who visits our premises. This includes contractors, temporary workers, and any members of the public who may be affected by our activities.

The overarching aim of the College's health and safety policy is to reduce, and ultimately eliminate, occupational accidents and illnesses. While the College will take all reasonably practicable steps to safeguard health and safety, responsibility for maintaining a safe working environment rests with every individual associated with the College. Continuous vigilance and care for the wellbeing of others are essential.

OICB's Health and Safety Policy is available to all visitors via the College website and at Reception. Visitors will be informed of any planned fire drills or alarm tests and will be shown fire escape routes and the locations of First Aid Kits in the areas they are entering or working within.

SAFEGUARDING

OICB's Safeguarding Policy is available to all visitors on the College's website and at Reception.

The College recognises that every child has the right to be protected from harm. All staff play a crucial role in preventing harm and share an equal responsibility to act on any concerns, suspicions, or disclosures that may indicate a child is at risk whether within the College or in the wider community considering contextual safeguarding and relevant guidance.

OIC Brighton is committed to working collaboratively with external agencies, acknowledging that effective partnership working strengthens child protection and reduces risk. We will therefore engage fully with partner agencies throughout all safeguarding and child protection processes.

The Principal holds overall responsibility for safeguarding and ensures that the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) can carry out their roles effectively and receive all required training.

A nominated safeguarding governor provides strategic leadership and oversight of safeguarding matters. The Chair of the Board of Governors is responsible for receiving and acting on any allegations made against the Principal on behalf of the governing body.

As an employer, OICB follows safer recruitment procedures in line with the statutory guidance set out in Keeping Children Safe in Education 2025 (KCSIE 2025).

INTRODUCTION

To ensure all visitors on campus are easily identifiable, OICB uses six different coloured lanyards. These lanyards must always remain visible, must not be shared or transferred between individuals, and must be returned to Reception when signing out.

This system allows staff and students to distinguish between 'trusted visitors' and those who require chaperoning while on site. Staff and students are reminded of the meaning of each lanyard colour during annual inset. All visitor categories are required to present photo identification on their first visit to the College.

All visitors are expected to uphold the College's safeguarding culture and show respect to both students and staff. Any behaviour that raises safeguarding or conduct concerns will result in the visitor being immediately removed from the premises.

The school uses a secure digital sign in system (Sign in App) to record all visitor arrivals and departures. Visitor information is processed in line with UK GDPR and is retained only for as long as necessary. In accordance with GDPR guidance for schools, visitor records classified as operational administration data are kept for six years from the date of the last entry to ensure the school can respond to any safeguarding, legal or administrative queries that may arise during that period. All data is stored securely and is destroyed using appropriate confidential waste or secure digital deletion methods once the retention period expires. Any printed name labels used during a visit are collected when the visitor returns their lanyard and are shredded immediately to maintain confidentiality.

CATEGORIES

Category	Definition	Lanyard colour
VISITOR/VISITING SPEAKER	<ul style="list-style-type: none"> - One off or irregular time spent in College - DBS not seen or checked by College 	RED

	<ul style="list-style-type: none"> - Always require supervision which includes continuous line of sight with a designated staff member responsible - All visiting speakers must be approved by the DSL or DDSL prior to attendance 	
CONTRACTOR	<ul style="list-style-type: none"> - Individuals undertaking regular activities on College premises - Include staff working in catering, cleaning, security and minibus drivers - Has an Enhanced DBS - Safer Recruitment checks completed - Letter of Authority (LOA) received where required - Recorded on the College's Single Central Record 	BLUE
GOVERNOR	<ul style="list-style-type: none"> - All statutory checks for Governors are undertaken by the appropriate the College, the proprietary group NAE and the DfE (Chair of Governors) <p>Recorded on the College's Single Central Record</p>	BRONZE
NAE EMPLOYEE	<ul style="list-style-type: none"> - Pre-arrival checks completed in consultation with regional HR 	BRONZE
OICB & AGENCY	<ul style="list-style-type: none"> - All College employees - Agency supplied- staff (e.g., administrative personnel) verified with a Letter of Authority (LOA) <p>Recorded on the College's Single Central Record</p>	GOLD

PROCEDURES

VISITOR

- 1) Security requests the visitor's name and the purpose of their visit upon arrival at the campus.
- 2) Security contacts Reception by phone to confirm the visitor's expected arrival.
- 3) Upon arrival, the visitor reports to Reception and presents valid photo identification (e.g., passport or driving licence).
- 4) The visitor signs in using the electronic signing- app at Reception.
- 5) A red lanyard is issued to the visitor.
- 6) The Visitors' Guidance document is provided to the visitor.

- 7) The visitor is informed of any scheduled fire drills or fire alarm tests.
- 8) The visitor remains in Reception until their designated staff member arrives to meet them.
- 9) The designated staff member is responsible for escorting and continuously supervising the visitor throughout their time on campus.
- 10) The designated staff member is responsible for risk assessing the visitor and carrying out routine checks on their activities.
- 11) The designated staff member must also ensure that:
 - a) The visitor does not enter any restricted areas.
 - b) The visitor does not have unsupervised access to students.
 - c) The visitor is aware of all relevant health and safety and safeguarding policies and procedures, including those relating to fire evacuation.
 - d) At the end of the visit, the visitor signs out using the electronic signing- app and returns their red lanyard.
- 12) Reception contacts Security to confirm the visitor's departure.
- 13) Security verifies that the visitor has left the campus by phoning Reception.

CONTRACTORS – FIRST VISIT

- 1) Security requests the contractor's name and the purpose of their visit upon arrival at the campus.
- 2) Security contacts Reception by phone to verify the visit.
- 3) Upon arrival, the contractor reports to Reception and signs in using the electronic sign-in app.
- 4) HR maintains an up-to-date register of contractors in accordance with- the College's Safer Recruitment Policy, and this information is shared with Reception.
- 5) The contractor remains in Reception until all relevant checks have been confirmed by HR.
- 6) For contractors supplied by an external agency or organisation, verification is completed through a Letter of Authority (LOA) and an Enhanced DBS check. On their first day on site, the contractor must present a paper copy of their Enhanced DBS certificate, which must be seen

and verified by HR. The contractor must also provide valid photo identification (e.g., passport or driving licence). All documentation is managed by HR and recorded on the College's Single Central Record when on-site.

- 7) The Visitors' Guidance document is provided to the contractor.
- 8) The contractor is informed of any scheduled fire drills or fire alarm tests.
- 9) The contractor remains in Reception until all relevant checks have been confirmed.
- 10) A blue lanyard is issued to the contractor.
- 11) A designated staff member (e.g., line manager) conducts regular check-ins- during the contractor's time on campus.
- 12) Where an access card is required, it is issued based on the individual's job role or specific operational needs. Access permissions are restricted to authorised areas of the campus only.**Any contractor undertaking work on campus who does not have the above verified checks will be treated as a visitor and be always supervised, wearing a red lanyard.**

OUT OF HOURS VISITOR PROCEDURE

When Reception is closed, all visitors are managed directly by Security at the campus gate. Security signs the visitor in, issues a red "VISITOR" lanyard, and contacts a member of the Boarding Team, who becomes responsible for meeting, supervising, and overseeing the visitor throughout their time on site.

During out of hours periods, visitors must always remain supervised, are not permitted access to restricted areas or students, and must follow all emergency and safeguarding procedures as directed. On departure, the visitor signs out with Security at the gate and returns their red lanyard.

RESPONSIBILITY OF COLLEGE STAFF

All OIC Brighton staff are responsible for ensuring that any visitors they invite onto campus comply with the College's visitor, health and safety, and safeguarding policies. Any visitor not displaying a visible visitor lanyard will be approached and escorted to Reception to obtain one.

All staff members including when off duty are expected to challenge any unescorted individual on campus. This applies to anyone within the College grounds whose identity or purpose is not known or clearly established.

ARRANGEMENTS AND EXAMPLES

Special Arrangements – Health Concerns (e.g. FLU)

If health concerns arise such as the risk of infection transmission (e.g. Flu) alternative measures will be implemented to minimise potential risks. For example, the touchscreen sign in system will be wiped with sanitiser after every use. Additional arrangements to protect visitors and staff will be introduced as required, in line with the most up to date NHS and UK Government guidance (Dec 2025 Flu). These measures will be communicated to visitors either prior to their arrival or when they check in at the College.

Peripatetic Staff

Peripatetic staff (such as visiting music teachers, drama coaches, and sports instructors) are required to sign in at Reception upon arrival to ensure their presence on campus is accurately recorded. This is essential for safety and accountability, particularly in the event of an evacuation or other emergency where a complete register of all individuals on site is necessary.

In addition to signing in, peripatetic staff must always collect and display the appropriate visitor lanyard while on campus. They are expected to follow all safeguarding, health and safety, and site access procedures in the same way as all other visitors and contractors. Staff should report directly to the relevant department or teaching space and must not work with students unless they have been properly signed in and identified.

Peripatetic staff should sign out at Reception before leaving the College to ensure that evacuation lists remain accurate and up to date.

Sports, Fixtures, and Tournaments

During sports fixtures and tournaments, College staff are required to exercise **heightened vigilance and proactive safeguarding oversight** to ensure the safety and wellbeing of all visiting students, staff, and spectators. This includes maintaining a visible staff presence throughout the event, monitoring movement around the site, and ensuring that visiting teams and accompanying adults remain within communal areas. Staff must be alert to any unfamiliar individuals, challenge unidentified visitors, and direct them to Reception in accordance with the College's visitor procedures. Additional care should be taken to ensure that no visiting student is left unsupervised and that safeguarding standards are upheld consistently across all sporting activities.

Meetings, Seminars, and Conferences

For visitors attending meetings, seminars, or conferences, the event organiser is responsible for ensuring that all visitor management and safeguarding procedures are fully adhered to. This includes confirming attendance in advance and ensuring that **a complete list of attendees** is provided to Reception with sufficient notice to allow security checks to be completed and appropriate lanyards or identification badges to be prepared.

Organisers must ensure that all visitors **report directly to Reception on arrival**, sign in using the electronic visitor system, and receive the correct lanyard for their visitor category. Visitors must also be made aware of the College's **health and safety requirements**, including fire evacuation procedures, assembly points, and any planned drills on the day.

During the event, organisers are responsible for ensuring that visitors remain within **designated areas only** and do not have unsupervised access to students or restricted parts of the campus. Organisers should maintain oversight of visitor movement throughout the event and ensure that any concerns or safeguarding issues are reported immediately to the Designated Safeguarding Lead.

At the end of the event, organisers must ensure that all visitors **sign out at Reception** and return their lanyards before leaving the site.

Parents

Parents may visit the College for scheduled events, meetings, or to collect their child, and all non-event visits should be **arranged in advance** wherever possible. On arrival, parents must report directly to **Reception**, sign in using the College's electronic visitor system, and present **photographic identification** if requested.

For safeguarding reasons, parents will be issued with a **red visitor lanyard** unless attending a large open event (such as concerts or sports fixtures) where alternative arrangements are in place. Parents must remain **supervised by a member of staff** while on site and are not permitted unsupervised access to students or entry into boarding accommodation.

At the conclusion of the visit, parents must **sign out at Reception** and return their lanyard. These measures ensure that the College maintains a safe environment for all students, in line with its safeguarding and visitor management procedures.

Guardians

Guardians may visit the students for whom they are responsible; however, all guardian visits **must be arranged in advance** through the appropriate College staff member. Upon arrival, guardians are required to present **official photographic identification**, which will be verified against the College's iSAMS records to confirm their authorised status.

Once verified, guardians will be issued with a **red visitor lanyard** and will be managed in accordance with all procedures outlined in this policy. Guardians must always remain supervised, will only be permitted access to designated areas, and are not permitted unsupervised contact with students or entry to boarding accommodation. All guardians must **sign in and out** at Reception (or at the security gate if out of hours) for safeguarding and security purposes.

VISITORS TO RESIDENTIAL STAFF ACCOMMODATION

Separate guidance is given to residential staff (see Policy for Staff Living in Boarding Accommodation) regarding their responsibilities for any guests in their residence. The College has a statutory duty to always safeguard the safety and welfare of its students. Employees and Occupiers (as defined below) are responsible for their guests and must ensure that guests are informed of, and comply with, the restrictions outlined in this policy, given that they are entering College premises.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

All staff and volunteers working for the college are subject to pre-employment checks that include an Enhanced check for regulated activity by the Disclosure and Barring Service (DBS). These checks also

apply to all those not employed by or studying at the college who are resident in Boarding Houses on the site.

Contractor, third party providers and other regular business visitors to the College must undergo safeguarding checks, including where appropriate an enhanced DBS and Barred List check, appropriate to their status. Although not a guarantee, evidence of clear safeguarding checks helps to reduce the risks to the safety and welfare of students.

BREACH OF POLICY

Safeguarding the welfare and safety of students is a key priority for all those who live or work at OIC Brighton. Breaches of this policy will be investigated thoroughly and could result in disciplinary action (for employees), exclusion (for contractors, volunteers etc.), a request that alternative accommodation is found off-site (for residents etc.) or the banning of a member of the public from the site. These restrictions will only be imposed by either the Principal or Designated Safeguarding Lead.

RELATED POLICIES

OICB Safeguarding Policy
OICB Health and Safety Policy
OICB Safer Recruitment Policy
OICB Staff Code of Conduct
OICB Policy for Staff Living in Boarding Accommodation
OICB Visiting Speakers Policy