



Visitor to Site Policy 2023

Policy Promotion and Engagement

All staff working for eVolve your future Ltd are required to read our policy documents and sign to confirm that they have done so.

EYF policies are reviewed annually unless there is a legislative or ethical reason for change to policy during the year. All colleagues are provided with an update document detailing any changes that have occurred following the last review. Each review is dated and version controlled. These changes are discussed in Team meetings with all staff and the understanding of these updates is also confirmed by a signature sheet.

Policies are in place to ensure that the company and it's staff are compliant with statutory legislation, partner regulations and the company specific requirements.

All relevant Policies can be accessed from the eVolve your future website, found at:

www.evolveyourfuture.co.uk

Learners are made aware of the availability of these policies when they are signed up to our courses.

Policies are available to partners on request.

1. Introduction

This policy is intended for visitors requiring access to learners for delivery or assessment. If visitors are attending meetings for contractual purposes they must not bring any other individuals, that are not related to the purpose of the meeting with them, to the agreed meeting. This includes family members and children.

2. 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

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headed paper and include the company's name, current DBS/CRB reference number, date of issue and the DBS/CRB registering body.

Policy Review

This policy is reviewed at least annually by eVolve your future's Managing Director, Kay Brockall.

Date of latest review: December 2022

Signed:

A handwritten signature in black ink, appearing to read 'K. Brockall', with a long horizontal flourish underneath.

This policy is next due for review December 2023.