



CLEVELAND COLLEGE OF ART & DESIGN

<i>Title:</i>	Child Visitors Procedure		
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<i>Minor amendments:</i>	<i>Date:</i>		
	<i>Nature of:</i>		

The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

INTRODUCTION

Cleveland College of Art & Design will ensure, so far as is reasonably practicable, that health and safety will be managed in compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation.

SCOPE

Staff, Students, Visitors and others.

DEFINITIONS

Health and safety law defines people by age:

- a **young person** is anyone under eighteen years of age (young people);
- a **child** is anyone has not yet reached the official age at which they may leave school.

Formal Visits

- Visits formally agreed and organised by the college with schools, departments or other recognised bodies.

These visits may be for future school leavers to see the college and the activities, programmes that take place etc.

- Organised work experience or work placement periods with specific departments.

Informal visits

- Brief social visits by parents with newborn babies or young children.
- Accompanying parent to specific ceremonies or events, whether public or private, not involving hazardous activities, areas or equipment.
- Accompanying parent (college employee) to work on a brief visit, e.g. when visiting for short periods to pick up work or carry out a short term low risk activity.

Children on College Premises Procedure

PROCEDURE	Role / Responsibility of	How
<p><u>Formal Visits</u></p> <p>Risk assess the areas of the college the children will visit.</p> <p>If the children will be undertaking any tasks, risk assess the tasks and equipment the child may use/come into contact with.</p> <p>Ensure that visitors sign in upon arrival</p> <p>Ensure that the children are supervised and accompanied at all times.</p> <p>Ensure that all children are aware of the evacuation procedures, including escape routes and assembly points.</p>	<p>The member of staff who is organising the visit.</p> <p>The member of staff who will be supervising the activity.</p> <p>The member of staff who is organising the visit.</p>	<p>Where significant risks and foreseeable incidents associated with planned activities are identified. Carry out a risk assessment, and introduce appropriate safe working procedures.</p> <p>Request that the visitors sign the visitors book (For large numbers of visitors a list of the names of the children from the school could be kept in the visitors book).</p> <p>Inform individuals accompanying children that they should ensure that children do not stray away from the person with them.</p> <p>Inform the children and their supervisor(s) of the evacuation procedures upon arrival at the college.</p>
<p><u>Organised work experience or work placement</u></p> <p>Carry out a “young persons” risk assessment for each individual.</p> <p>Ensure the young person is adequately supervised</p> <p>Provide the individual with appropriate induction, information, instruction and training for the role they are to undertake.</p>	<p>The member of staff who will be supervising the young person.</p> <p>The member of staff who will be supervising the young person.</p> <p>The member of staff who will be supervising the young person.</p>	<p>This is a legal requirement and should consider the tasks the individual will undertake, the equipment they will use and their level of maturity, experience, physical size (for very physical tasks), ability to understand and follow instructions.</p> <p>This will probably be 1 to 1 for most of the time at first, however, as the young person becomes more competent the amount of time may be reduced.</p> <p>Induction should be carried out by the young persons’ supervisor at the college.</p>

<p>Informal Visits</p> <p>Before visiting the college obtain approval from your line manager.</p> <p>Supervise and accompany children at all times</p> <p>Ensure that children do not enter rooms/areas where dangerous machinery and/or substances are used.</p> <p>Consider their level of maturity, physical size, inquisitiveness and inexperience.</p>	<p>The member of staff involved</p>	<ul style="list-style-type: none"> • Contact your line manager to obtain agreement for the visit • Arrange for the visit/meeting to take place in a common area away from hazardous equipment/substances • Due to a child's level of knowledge, lack of experience, understanding and perception of danger ensure that they do not wander off into hazardous areas. • Keep the length of the visit down to as short a time as possible.
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Monitoring & Evaluation	Role / Responsibility of	How
<p>Monitor and evaluate the effectiveness of the procedure.</p> <p>Review this procedure on a regular basis or sooner if required.</p>	<p>Health and Safety Officer</p>	<ul style="list-style-type: none"> • Review information on any visits to the college by children. • Confirm that the procedures were followed. • Make an informed judgement of the effectiveness of the procedure based on the information gained.

EQUALITY STATEMENT

This policy will be implemented in line with the principles of the college's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and college users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

RELATED DOCUMENTATION

<http://www.legislation.gov.uk/uksi/1999/3242/regulation/19/made>

<http://www.legislation.gov.uk/uksi/1999/3242/regulation/10/made>

<http://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made>

<http://www.hse.gov.uk/pubns/indg364.pdf>