

Visitor Notice

Welcome to East Kent Colleges Group

During your time on site, it is important that you read, and understand the relevant information, and safeguarding requirements that apply to you.

All visitors must sign in at reception, and wear a visitor lanyard throughout the duration of your time on site.

Before you leave, please ensure you sign out, and return your visitor lanyard.

Safeguarding is our priority. As a visitor of East Kent Colleges Group, you agree to follow our safeguarding procedures to help keep our campuses safe:

- You **must be accompanied** at all times unless the college/ training centre has confirmed that appropriate checks (such as a DBS) are in place and has authorised you for unaccompanied access
- No unsupervised contact with learners is permitted unless this has been approved in advance
- No photographs, videos or audio recordings of learners or college activity are allowed, and **nothing may be shared on social media**
- If you see or hear anything that causes concern, **report it immediately** to the person you are visiting or contact reception, who will alert the Designated Safeguarding Lead or a member of their team
- Our full Safeguarding, and Prevent Extremism and Radicalisation Policies can be found on the EKC Group website

Health and Safety on site

- Visitors **are not** permitted to smoke, or vape on site
- In the event of a fire or emergency, please leave the building as quickly as possible via the nearest emergency exit, and go to the nearest assembly point
- In the event of an emergency requiring **invacuation**, please listen to the directions of your accompanying staff member. If approved for unaccompanied access, please find the closest member of staff and follow any further instructions
- If you have any accidents, or feel unwell, please visit reception to call for a first aider

If you have any questions about these requirements, please ask a member of reception staff, or the member of staff you are visiting.