

Safeguarding Guidance for Guests and Visitors

At West London College

The following will provide you with information for your visit. Our students and staff are committed to ensuring our College is a safe and inspiring environment, aligned with our College mission: to improve lives through, education, training, skills and development fostering social and economic success.

- Sign in to our Visitors Book at reception
- Visibly wear the **red** visitors lanyard around your neck and ID **at all times** on site
- Await to be collected by your key contact. Unless previously agreed, please do not travel across the College unaccompanied.
- If you require any additional support or Health and Safety guidance, our Reception staff will be happy to help.
- The College does not permit visitors to wear hats or caps of any description indoors. The College does not permit visitors to wear a full face veil on College premises. Please adhere to this policy or ask reception staff.
- Our code of conduct for both staff and students promotes equality, diversity, inclusion and tolerance. We encourage our visitors to use appropriate language and encourage these values while you are with us.
- Our facilities are clearly marked, but if you are unsure, please ask a staff member wearing a **grey** lanyard.
- If you have any concerns during your time at our College, please see Reception or email **safeguarding@wlc.ac.uk**
- In the event of a fire alarm or evacuation, if you are not with your key contact, please follow the instructions of our Fire Marshall's or please find another staff member, who will accompany you to the nearest Fire Assembly Point.
- Smoking is not permitted on any site.
- You must ensure you keep your belongings with you at all times. In the event of an item being lost, please report it to Reception. If you have already left the site, please call the main college telephone number and they will put you through to the appropriate Reception: **020 8741 1688**
- When you leave the site, please return your pass to Reception and sign out of the Visitors book.
- Search procedures are within the legal rights of the College, and can be carried out randomly across the year at any of the sites. This is for the safety of all Staff, Students and Visitors. If you are searched, it will be by a member of the same sex. If you refuse to be searched, you will be refused entry and escorted off the premises.
- We operate a zero-tolerance policy on drugs and alcohol, and anyone who we (in our sole opinion) suspect of taking, dealing or asking for drugs can be searched. In instances where drugs are found, you will be detained, and the matter will be reported to the police. Any customers found to be in possession of offensive weapons of any kind will be detained, and the matter will be reported to the police.

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