

<b>Policy</b>	<b>Approved User of Facility Policy – HR</b>
<b>Manager responsible</b>	Director of People and Resources
<b>Date implemented</b>	January 2024
<b>Date last reviewed</b>	January 2024
<b>Date of next review</b>	January 2026
<b>Date Governor approved</b>	
<b>Associated documents</b>	Health & Safety Policy Safeguarding (Children and Adults) policies Visitors Policy Security Policy Volunteer Policy DBS Policy Keeping Children Safe in Education Guidance
<b>Initial reviewing body</b>	Senior Leadership Team
<b>Final approval body</b>	Resources & Business Committee
<b>Published on website</b>	Yes

<b>Purpose</b>	This policy aims to ensure the effective safeguarding of our students/clients where external persons/organisations are using our college facilities.
<b>Definitions</b>	<p>'Contact' - shall be taken to mean any opportunity for external persons to converse with students or to communicate with them in any other way, e.g. by passing messages, without a member of staff being able to monitor the contact and to intervene where necessary.</p> <p>'Supervise' - will be taken to mean the ability for a member of staff to monitor conversation or communication of any kind between external persons and students and to intervene where necessary.</p> <p>ID badge refers to the identification badge used by the external organisation.</p> <p>Visitor badge refers to the identification badge issued by Derwen College.</p>
<b>Scope</b>	<p>This policy applies to all external persons, organisations or clubs who use the college and satellite facilities.</p> <p>Facilities include:</p> <ul style="list-style-type: none"> <li>• Hydrotherapy Pool</li> <li>• Swimming Pool</li> <li>• Sports Hall</li> <li>• Sports Field</li> <li>• Gym</li> <li>• Outdoor Activity Centre</li> <li>• Meeting rooms</li> <li>• Student Union</li> </ul> <p>This policy does not cover permitted persons visiting staff members, parents/carers or customers to our Marketplace.</p>

<b>Equality &amp; Diversity</b>	<p><i>"[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices."</i>  <i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College's ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>
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All colleagues working with our young people are responsible for their safeguarding. The Head of Student Services and Safeguarding is, with the support of relevant departmental managers, responsible for ensuring that adequate measures are in place to safeguard students/clients whilst external persons/organisations are on site using our facilities (including Satellites or off-site accommodation).

The aim of the safeguarding measures will be to manage the risk of harm to our students/clients. The measures adopted shall be proportionate to the risk.

Safeguarding measures to be considered will include any or all the following:

**Segregation** - To avoid contact between external persons and students/client as far as possible. The risk of harm to our students/clients can be managed if contact between external persons and students can be avoided altogether. Segregation can be achieved by physical means or by time, or by a combination of both.

**Supervision** - Measures should always be instigated to segregate external persons from students/clients as much as is possible. However, where such measures to segregate are in place but some contact may occur between non-vetted external persons and students/clients then any such contact should always be supervised by a member of staff.

**Code of conduct** - The code of conduct is used to inform external persons what is acceptable conduct and what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

**Regulated Access** - To ensure that as far as possible only bona fide personnel are afforded access, a suitable means of identification shall be provided by all external persons. Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

**Checks** - Whether external persons will be required to provide details of DBS check will be determined by a suitable assessment undertaken by Derwen College. The assessment should take account the likely amount of contact that the external persons might have with students. DBS checks are **not** required for customers attending our Marketplace or general visitors to site. External persons/organisations, who wish to use our facilities to provide a service to young/vulnerable people, may be asked to provide proof of their DBS

check and outline their organisations safeguarding arrangements.

Any external person or organisation who wishes to use the college facilities must put their request in writing to [Admin@derwen.ac.uk](mailto:Admin@derwen.ac.uk) outlining the reason for their request. Should it be deemed that the college may be able to agree to this request, then the Approved User application form will be sent to the external party, who once complete will return it to [Admin@derwen.ac.uk](mailto:Admin@derwen.ac.uk). On return of the application form the college will ensure that all relevant checks are completed, and necessary documentation is received before formalising the agreement for the external party to use our facilities.

External persons may be required to sign the code of conduct, which outlines what is acceptable conduct and what might be considered inappropriate behaviour, and outlines our health, safety and safeguarding arrangements.

### Monitoring & Review

This policy will be reviewed every 2 years.

All external organisations will be required to update the details of documentation we hold on file every 3-years.

### Appendix One – Checks Required

Facility being used	Key Contact	Control Measures
Swimming Pool Sports Hall Sports Field Gym Outdoor Activity Centre	<ul style="list-style-type: none"> <li>Steve Evans</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Approved User application form</li> <li>Signed code of conduct</li> <li>To wear their company ID badge at all times</li> <li>Proof of DBS check required</li> <li>Copy of their Safeguarding Policy</li> <li>Copy of public liability insurance</li> </ul>
Hydrotherapy Pool	<ul style="list-style-type: none"> <li>Tomi Rekikoski</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Approved User application form</li> <li>Signed code of conduct</li> <li>To wear their company ID badge at all times</li> <li>Proof of DBS check required</li> <li>Copy of their Safeguarding Policy</li> <li>Copy of public liability insurance</li> </ul>
Meeting Room	<ul style="list-style-type: none"> <li>Becky Bowyer</li> </ul>	<ul style="list-style-type: none"> <li>To wear their college visitors badge at all times</li> </ul>
Student Union	<ul style="list-style-type: none"> <li>Paul Bradshaw</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Approved User application form</li> <li>Signed code of conduct</li> <li>To wear their company ID badge at all times</li> <li>Proof of DBS check required</li> </ul>

Facility being used	Key Contact	Control Measures
		<ul style="list-style-type: none"> <li>• Copy of their Safeguarding Policy</li> <li>• Copy of public liability insurance</li> </ul>
All other facilities	<ul style="list-style-type: none"> <li>• TBC – depending on location</li> </ul>	<p>Any combination of the following may be required.</p> <ul style="list-style-type: none"> <li>• Completion of Approved User application form</li> <li>• Signed code of conduct</li> <li>• To wear their company ID badge at all times</li> <li>• Proof of DBS check required</li> <li>• Copy of their Safeguarding Policy</li> <li>• Copy of public liability insurance</li> </ul>