Safeguarding Sign-in Policy and Procedures

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Control Sheet

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Scope of Policy

This Policy refers to all persons entering and leaving Innovate Dorset Ltd. premises. The procedures below are to be followed by all staff, young people, and known and unknown/unexpected visitors to any Innovate Dorset Ltd. premises.

Policy Procedure

Procedure for Staff

1. All staff entering any Company premises are to sign themselves in upon their arrival following the sign in process on the tablets located next to the entrance of every Company premises (hereafter referred to as 'the sign-in tablet(s)').
    - Staff are to sign in under the category 'Innovate Staff'.

- The member of staff is to put their first and last name into the system.

2. During their induction, a member of staff will be shown how to sign in on the sign-in tablets. The first time a member of staff is registered on the sign-in tablets, their photograph will be taken and stored so their identity can be confirmed every subsequent time they sign in.
    - *These photographs will be stored in line with the Company's **Data Protection Policies and Procedures**.*
3. Staff are to sign themselves out upon their departure from Company premises either following the instructions on the sign-in tablet or using the Sign In Companion app, which can be downloaded from the app store onto their work phone.
    - *NB: the app will automatically sign the member of staff out if they are 50 metres away from the Company premises that they signed into (based on the location of their work phone), or at midnight, if the member of staff does not sign themselves out, whichever is sooner.*
4. *Staff data will be stored in the Sign In App system for six years after they become inactive, i.e. after they leave the Company.*

Procedure for Young People

1. All YP are to be signed in upon their arrival by the member of staff bringing them to Company premises.
2. YP are to be signed in following the sign in process on the sign-in tablet.
    - YP are to be signed in under the category 'Students'.
    - The YP's first and last name are to be put into the system.
    - *NB: a photograph **will not be taken** of YP when they are signed in.*
3. All YP are to be signed out by the member of staff who signed them in upon their departure from Company premises following the instructions on the sign-in tablet.
4. Members of staff are to sign out the YP **they** brought onto the premises.
    - *They are not to sign out YP signed in by another member of staff, even if they are leaving at the same time.*
5. *A young person's data will be stored the Sign In App system for six years.*

Procedure for Known Visitors

All visitors to Company premises will be greeted and escorted onto the site by a member of staff.

- Before they are signed in, all known visitors' identification and the purpose of their visit will be confirmed by the member of staff who escorts the visitor onto any Company premises.
    - *Their identification shall be photocopied and stored in line with the Company's **Data Protection Policies and Procedures**.*

        - The identification of the visitor must be an official piece of documentation, with a photo ID that must be checked by the member of staff checking in the visitor. Such identification can include:
            - A passport
            - A driver's license
            - A work badge.
- All visitors to any Company premises will be escorted by a member of staff to the sign-in tablet.
- All visitors will be signed in following the instructions on the sign-in tablet.
    - They are to be signed in under the category of either 'Visitors' or 'Exam Visitors'.
    - The visitor's first and last name are to be put into the system.
    - A photograph will then be taken of the visitor (both for 'Visitors' and 'Exam Visitors').
        - It must be made clear to the visitor that this photograph will be taken prior to them being signed in, and this is for reasons of safeguarding.
        - *These photographs will be stored in line with the Company's **Data Protection Policies and Procedures***.
- Once they have been checked in on the sign-in tablet, all visitors are to be given visitors' badges.
- All known visitors to the Wimborne Hub are to be escorted to the Wimborne Administration Office, where their identification and the purpose of their visit will be confirmed.
    - The member of staff at the Administration Office will sign the visitor in on the sign-in tablet in the Administration Office.
    - The visitor will be given a visitor's badge in the Wimborne Administration Office.
    - Once the visitor has been checked in, they will be signed out of the Wimborne Administration Office, following the sign out procedures on the sign-in tablet in the Wimborne Administration Office, before they are escorted back to the Wimborne Hub, where they will be signed in using the sign-in tablet in the Wimborne Hub by the member of staff from the Administration Office who confirmed the visitor's identification and the reason for their visit.
    - Once the visitor's visit is over, they are to be signed out by a member of staff following the sign out procedures on the sign-in tablet in the Wimborne Hub.
- All visitors must sign to confirm that they have read and agree to adhere to the Company's **Safeguarding Statement**. This will be displayed on the sign-in tablet and the visitor must tick to confirm that they have read it on the sign-in tablet.

- All visitors must confirm that they have read and understood the **Safeguarding Procedures for Visitors**. This will also be displayed on the sign-in tablet and the visitor must tick to confirm that they have read it on the sign-in tablet.
- All visitors shall be supervised by a member of staff and not left unattended at any time.
- *All visitors' data will be stored in the Sign In App system for six years*.

Unknown/Unexpected Visitors

Procedure for Unknown/Unexpected Visitors

1. All unknown and/or unexpected visitors to any Company premises will be refused entry.
    a) If the visitor objects to their refused entry, the following people are to be contacted immediately:
        i. The Designated Safeguarding Lead (DSL)
        ii. In the absence of the DSL, the Deputy Designated Safeguarding Lead (DDSL)
        iii. The Company Director
        iv. The Police.

        *See also the **Safeguarding Policy**, and the **Safeguarding Procedures for Visitors** below for the contact information of the DSL, DDSL and the Company Director.*
    b) Regardless of whether the visitor is there for a provable legitimate reason and/or are part of a government institution or not, the following people are to be contacted immediately upon the arrival of an unknown or unexpected visitor to any Company premises:
        i. The DSL
        ii. In the absence of the DSL, the DDSL
        iii. The Company Director.
2. If the unknown or unexpected visitor is there for a *provable legitimate reason and/or is part of a government institution*, e.g. the police or the Local Authority, then the staff members listed in 1b above are to be contacted immediately.
    a) The reason for their visit will be confirmed by the contacted member of staff (the DSL, or the DDSL, and the Company Director).
    b) Upon confirmation of the unknown/unexpected visitor's identification and confirmation of the reason for their visit, the visitor is to be escorted to:
        i. The Administration Office for category 2. unknown/unexpected visitors to the Wimborne Hub.
        ii. The most senior member of staff on site for category 2. unknown/unexpected visitors for the Dorchester premises.
        iii. The waiting room for category 2. unknown/unexpected visitors for the Sherborne Hub.

iv. As with known visitors, they are to be given a visitor's badge.

- Following the confirmation of the unknown/unexpected category 2. visitor's reason for being on Company premises, the visitor will be contacted by the Company Director before further steps regarding permitting their visit are taken. Until these steps are decided and the visitor has been contacted by the Company Director, the category 2. unknown/unexpected visitor is to remain in:
    a) The Administration Office for visitors to the Wimborne Hub.
    b) The entrance foyer of the Administration Office.
    c) The waiting room in the Sherborne Hub.
    d) Outside the door to the Dorchester Office.
- If their visit is permitted, the Company Director will determine the parameters under which this shall be allowed. When this has been determined, the unknown/unexpected category 2. visitor is to be treated as a known visitor (see the section above, as well as the **Safeguarding Procedures for Visitors** below).
- The unknown/unexpected category 2. visitor will be signed out by a member of staff (either the member of staff who signed them in or the DSL, DDSL, or the Company Director) following the instructions on the sign-in tablet.
- All unknown/unexpected category 2. visitors are to be supervised by a member of staff and not left unattended at any time.

Safeguarding Procedures for Visitors

As per the **Safeguarding Policy**:

- All visitors are requested to read, and acknowledge that they have read, and agree to adhere to the **Safeguarding Statement**. This will be displayed on the sign-in tablet and the visitor must tick to confirm that they have read it on the sign-in tablet.
- All visitors will be given, and are required to follow, the Safeguarding Procedures as outlined here. This includes informing them who the DSL and alternative designated staff members for safeguarding concerns and queries are (DDSL; Company Director) and what the recording and reporting system is.

Company Director: Kevin Tatchell,
k.tatchell@innovatedorset.co.uk

DSL: Samuel Thomas,
41-44 King Street,
Wimborne,
Dorset,
BH21 1EB.
s.thomas@innovatedorset.co.uk

DDSL for Wimborne: Aaron Scott,
41-44 King Street,
Wimborne,
Dorset,
BH21 1EB.
a.scott@innovatedorset.co.uk

DDSL for Sherborne: Simon Keys,
Unit 4 Coldharbour Business Park,
Sherborne,
Dorset,
DT9 4JW.
s.keys@innovatedorset.co.uk

- The DSL ought to be the first point of contact for queries and concerns regarding safeguarding at the Company. Any visitor to the Company who receives a disclosure of abuse or suspects that a child or YP is at risk of harm must report it immediately to the DSL or, if unavailable, the DDSL. In the absence of either, the matter should be brought to the attention of the most senior member of staff.
- See also **Appendix 2** of the **Safeguarding Policy**: 'Safeguarding induction sheet (for new or supply staff and visitors)'.

*See also the **Safeguarding Statement** and the **Safeguarding Policy**.*

Sign-in Books

In the event of the sign-in tablets not working, please use the sign-in books (for all those entering Company premises, including staff, young people and visitors) provided next to the sign-in tablets.

In the Event of an Emergency

In the event of an evacuation, an evacuation report is to be created using the Sign In App on the assigned managers' work phones. These managers (currently Luke Monahan, Simon Keys, Sam Thomas, Vanessa Philips and Kevin Tatchell) have a button on their dashboards on their Sign In Apps which the relevant manager will press in the event of an emergency on the site. This will produce a list of names currently signed into the building from the registration data on the sign-in tablets on their phone. This/these member(s) of staff will then carry out the evacuation procedures.

For more information on how to carry out these reports, please see: Evacuate | Sign In App User Guide.

*See also the **Business Continuity Plan** and the **Sign-in Safeguarding Policy and Procedures**.*

For more information on how the Sign In App system stores data, please go to Data Security and Protection | Sign In App.

Approved by: Kevin Tatchell
Date of Approval: Tuesday, 04 March 2025
Next Review Date: Wednesday, 04 March 2026
Status of policy: Approved

Signature: 

Kevin Tatchell – Company Director
Signed on behalf of the Company.