



UK

Visitors' Policy and Procedures

Location	Oxford Campus, C/o Activate Learning, Jericho Building, Oxford OX1 1SA
Monitoring	The Principal and/or DSL and Assistant DSL
Designated Safeguarding Lead (DSL) Deputy DSL	Dr Miriam Schmidkonz Birgit Muller, Emmanuelle Tameze-Aoutsa
Overall responsibility	Board of Directors
Created	January 2021
Last review date	August 2025
Next review date	August 2026

1. Policy Statement

EM Normandie UK Limited ('EMN', 'EMN UK', 'the school') welcomes visitors and guest speakers to its campus in Oxford but recognises its duty of care towards students, especially in the context of safeguarding under-age students, and towards members of staff in relation to health, security and wellbeing, and its duties in relation to the principles of Freedom of Speech and Academic Freedom. The company also recognises its moral duty to assist its landlord, the City of Oxford College, in the fulfilment of their specific duties regarding safeguarding, to the extent where it is possible for EMN to do so.

The school requires all potential visitors and guests to the school, whether announced or unannounced, all members of staff, contract teachers and any other independent contractors, to comply with the provisions and procedures of this policy.

2. Policy Responsibility

It is the responsibility of each member of staff to be vigilant in order to identify any unknown person(s) on campus, and to confirm the identity of such person(s) and the purpose of their visit. Any person not wearing an identity badge issued by Activate Learning or EMN should be asked politely about their business on the premises. If visitors are unable to explain their presence on site, they should be escorted off the school's premises or to the nearest Activate Learning office (if their business is with them).

A senior member of staff should be informed immediately in order for appropriate action to be taken.

It is the responsibility of the member of staff who invites a visitor onto the campus, to ensure that prior written authorisation has been sought from the Principal regarding the visit.



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3. Protocol and Procedures

A member of the EMN management team must be notified of a visit to the campus, if at all possible, before the start of the visit.

3.1. Unannounced visit

Unannounced visitors will be asked to identify themselves. They may be asked to arrange a formal visit where appropriate.

They will be accompanied at all times during their visit and will be escorted off the school's premises at the end of their visit.

3.2. Arranged visits

3.2.1. Before the visit

Prior authorisation for a visit has to be obtained from the Principal for any visitor/guest speaker. Please fill in the 'Visitor authorisation form' and submit this to the Principal for consideration in good time before the planned visit or intervention.

Please do not confirm a visit before you have obtained written authorisation.

- Any visitor and guest speaker must be supplied with a copy of the company's 'Visitors' Policy and Procedures' and must confirm in writing that they will comply with all EM Normandie's policies in procedure, available on www.em-normandie.co.uk
- In addition, guest speakers must be supplied with a copy of the company's 'Statement on Freedom of speech'.
- All visitors may be asked to supply, where appropriate, more detailed information than required on the 'Visitor authorisation form', regarding their person (e.g., copy of their passport, Right-to-Work in the UK, etc.) and the subject on which they will address or discuss with students (e.g., an abstract or more detailed outline).
- Visitors whose visits have been arranged will be asked, where possible, to provide the school with an existing recent (less than 6 months old) enhanced DBS check.

3.2.2. During the visit

- If valid DBS information has been supplied, the details will be recorded in the visitors' book, and the visitor who has a valid DBS check, can circulate unaccompanied on the EMN campus premises. However, they will not be able to have one-to-one meetings with any students
- if visitors are not able to provide the school with a recent enhanced DBS check, they will be accompanied at all times during their visit



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Upon arrival, all visitors

- will be picked up by their person of contact.
 - should, upon arrival, present themselves at the college's main reception in order to obtain a visitor's pass from Activate Learning
 - will make themselves known to the main office on the EMN premises
 - may be asked to identify themselves formally at the time of their first visit
 - must sign into the school's visitors' book in the EM Normandie main office, noting their name, time of arrival, the purpose of their visit and proposed length of the visit and, if applicable, their car registration number. They must sign out upon departure, indicating their departure time.
 - will be required to wear an easily visible visitor's badge.
 - will be escorted to /This Policy and all other policies are accessible on our website www.em-normandie.co.uk. A hard copy of this policy is also attached to the visitors' book and, by signing the visitors book, the visitor agrees to comply with the provisions of all EM Normandie's policies.
4. All visitors must be briefed on EMN's Fire Safety provisions upon arrival. To this end, a hard copy of the Fire-Safety Procedure can also be found attached to the visitors' book.
5. **Expenses and other payments to visitors and guest speakers**
- Written authorisation from the Principal must be obtained for any proposed payments of visitors' expenses or other items before confirmation of this is communicated.
 - The request to the Principal must detail the expenses for each person, the maximum amounts for variable expenses such as train fares or parking, and now these expenses will be paid.
 - Expenses will only be paid if the written confirmation from the Principal is attached the request for payment, and on presentation of receipts which clearly show the nature and date of the expense
 - Train tickets, etc. must show the departure and destinations or
 - Payments will be made into the person's personal bank account, or
 - into the bank account of the company on whose behalf the visit takes place
 - Invoices do not have to be raised for simple expenses but must be raised for any other payments
 - The person arranging the visit should fill in an expenses claim sheet for any refund payments



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Annex 1 - Control table

Version	v1	Name	Role	Date
Created by :		Birgit Muller	Office Manager	Jan 2022
Approved by :		Miriam Schmidkonz, Principal		
Version	v2	Name	Role	Date
Amended by :		Birgit Muller	Office Manager	Feb 2023
Changes approved by :		Miriam Schmidkonz, Principal		
Version	v3	Name	Role	Date
Amended by :		Birgit Muller	Office Manager	Aug 2024
Changes approved by :		Miriam Schmidkonz, Principal		
Version	v4	Name	Role	Date
Reviewed by :		Birgit Muller	Office manager	Aug 2025
		Added: expenses (5.) and duties to principles Freedom of Speech and Academic Freedom; minor changes to wording		
Changes approved by :		Miriam Schmidkonz, Principal		
Version				
Amended by :				
Changes approved by :				