

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

VISITORS POLICY



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PREPARED BY:
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REVIEW DATE: 5TH SEPTEMBER 2025

VISITORS POLICY

Fast Forward Vocational Training Ltd is committed to maintaining a safe and secure environment for all learners, staff, and visitors. This policy outlines the procedures that must be followed by all visitors while on the premises of Fast Forward Vocational Training Ltd.

Pre-Arranged Appointments:

Only visitors with pre-arranged appointments will be allowed to enter the site. It is the responsibility of the hosting staff member to ensure that appointments are scheduled in advance and communicated to the reception desk. Unscheduled visits may be denied access.

Visitor Sign-In:

All visitors, including those with pre-arranged appointments, are required to sign in at the reception desk upon arrival. The sign-in sheet will include the visitor's name, purpose of the visit, and the person or department they are here to see. A staff member will provide a visitor badge that must be prominently displayed at all times while on the premises.

Escort Requirement:

Visitors, even those with pre-arranged appointments, will be escorted by a designated staff member at all times during their visit. The staff member will ensure that the visitor complies with safety and security protocols and provide assistance as needed. This measure is in place to protect the well-being of all individuals on-site and maintain the integrity of our vocational training environment.

Access to Karting Areas:

In the event that members of the public are on-site to participate in karting activities, students will be taught in a segregated area designated specifically for karting training. This area will be clearly marked, and access will be restricted to authorised personnel only. Members of the public will be accompanied by trained staff at all times to ensure their safety and compliance with safety regulations.

Supervision of Students:

During karting activities, students will be under constant supervision by qualified staff members. It is crucial to maintain a safe learning environment, and all necessary precautions will be taken to prevent accidents or injuries. Students are expected to follow all safety guidelines and instructions provided by staff.

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Emergency Procedures:

Visitors are expected to familiarise themselves with the emergency procedures outlined in the Fast Forward Vocational Training Ltd Emergency Evacuation Plan. In the event of an emergency, visitors must follow the instructions provided by staff and evacuate the premises promptly.

DSL (Designated Safeguarding Lead):


Any concerns or issues related to safeguarding should be reported to the Designated Safeguarding Lead (DSL) or the designated deputy (DDSL) in their absence.

Compliance:

Failure to comply with this Visitors Policy may result in the visitor being asked to leave the premises. Fast Forward Vocational Training Ltd reserves the right to restrict access to individuals who pose a threat to the safety and well-being of others on-site.

Review and Revision:

This Visitors Policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions will be made in accordance with the evolving needs of the organisation.



FAST FORWARD VOCATIONAL TRAINING
LTD

Providing a safe, exciting and
engaging opportunity for young
people to achieve.

In partnership with TeamSport Indoor karting

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