

Version	2
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Ratified by	Senior Management Team

Bromley Mencap Training Centre Visitor Policy

Background

Bromley Mencap Training Centre takes the safety, security and welfare of staff and learners seriously, steps are taken to provide a safe and secure learning environment.

There is CCTV in use on site and the arrival and departure of all learners, staff and visitors is monitored.

Entry to the Training Centre is via a secure front door which is only opened by members of staff.

On a day-to-day basis all Bromley Mencap Training Centre learners and staff sign in via the arrival process in place, displaying their name cards on the display board. Staff also wear Bromley Mencap lanyards and identity cards (ID cards).

All external visitors are required to sign-in and clearly display a visitor badge and/or their own organisation's ID card.

All internal visitors from the wider Bromley Mencap organisation are also required to sign-in and clearly display their ID cards.

Visitors

Individuals or groups who would like to visit the Training Centre need to make a prior appointment by email or telephone via Training.Centre@bromleymencap.org or 020 4558 8779.

This includes prospective learners, parents/guardians, and professionals. The Head of Curriculum & Quality must be made aware of these requests for prior approval.

During their visit, visitors will be escorted at all times and required to sign-in and display a visitor badge or professional ID card as above. This should be returned on departure.

All visitors are expected to conduct themselves in an appropriate manner and respect staff, whilst being courteous to the lessons or workshops taking place.

Guest Speakers/Planned Activities

Bromley Mencap Training Centre arrange a number of guest speakers and workshops for learners. These are arranged with the approval of the Head of Curriculum & Quality.

Agencies or professionals who have been booked to attend the Training Centre will be made aware of the facilities in place. They will be closely supervised and monitored by staff during their activities with the learners.

They will be required to sign-in and display a visitor badge or professional ID card as above. This should be returned on departure.

Unidentified Individuals

It is the responsibility of all staff members to politely question any individual who enters or is seen within the Training Centre unaccompanied and/or without a clearly displayed name badge. Any concerns should be raised with the Head of Curriculum & Quality Manager.