



Visitors Policy

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Document Quality Control

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Introduction

This policy should be read in conjunction with the college Health and Safety Policy, the Prevent Policy, the Lockdown Policy and the college Child Protection and Safeguarding Policy.

1.0 Purpose of the Visitors Policy

- 1.1 The purpose of the Cardiff Sixth Form College (CSFC) Cambridge Visitors Policy is to ensure the safety and welfare of students and staff at all times. The college takes its Child Protection and Safeguarding responsibilities extremely seriously and as such, it is a requirement for all staff to follow the visitor procedure in full and at all times.

2.0 Visitors to the college (Inc. Guest Speakers)

- 2.1 All visitors to CSFC Cambridge must report to Reception in the main college building at 89 Regent Street, Cambridge. On arrival, reception staff will ask visitors to see their ID and to give a contact name for whom they are visiting in the organisation. Visitors will then sign in and be issued with a visitor badge. If a visitor is a guest speaker, in line with the college's Prevent Policy, additional checks will have already been carried out. Please refer to the Prevent Policy for further details of this.
- 2.2 CSFC Cambridge staff have red lanyards for their college ID badge. Visitors will be given black lanyards for their visitor badge to enable staff to easily recognise them as visitors. All visitor badges have the contact details for the college Designated Safeguarding Lead (DSL) and details of where the Child Protection and Safeguarding Policy can be located.
- 2.3 At CSFC Cambridge safeguarding is paramount. If there are any concerns, all adults, visitor or staff, must see it as their duty to contact the DSL, Mr [Gethin Thomas](mailto:gethin.thomas@ccoex.com) 07778 364304 gethin.thomas@ccoex.com
- 2.4 Once a visitor's badge has been issued visitors must be accompanied at all times by a CSFC Cambridge employee whilst on site. At no time should a visitor be unaccompanied.
- 2.5 If a visitor is to enter the medical centre or science building at 3 and 5 Glisson Road (respectfully), they must first sign into the reception at the main college building at 89 Regent Street. They will then be either escorted to the buildings on Glisson road by a member of CSFC Cambridge staff, or met outside the building by one.
- 2.6 Visitors should return their pass to reception when leaving the site, and sign out.

3.0 Visitors to the boarding houses (guests of students)

- 3.1 Non CSFC Cambridge students are not permitted to visit members of the college community in the boarding houses. In addition, students of Compulsory college Age (CSAs) cannot have other members of the college community visit them in their designated living spaces, as this is reserved for CSA students only. CSA students are encouraged to socialise in other communal areas of the college.

- 3.2 All visitors to the college Boarding House must sign in with a houseparent and be issued with a visitor badge. The visitor badges at the boarding house are the same as are issued in the main college building. Family members must make clear their intention to visit at least one week prior to arrival so that appropriate arrangements can be made. Parents of students at the college must be supervised by the students themselves and must be checked on in regular 20 minute intervals by an appropriate member of the boarding staff.
- 3.3 Students who reside in college accommodation are at no times allowed to visit members of the opposite sex in their bedrooms and communal living areas. Female and male areas are separated appropriately by a controlled pass mechanism.

4.0 Visitors to the boarding houses (guests of staff)

- 4.1 All residential staff are reminded annually of the importance of adhering to the following policy regarding visitors to their private accommodation if it is situated within college residential accommodation.
- 4.2 All visitors must be kept under supervision by CSFC Cambridge staff to prevent them from gaining unsupervised access to boarders or to boarders' accommodation. Staff wishing to have overnight visitors must inform the Senior Houseparent and Head of Boarding at least two weeks prior to arrival and visitors must produce ID to CSFC Cambridge staff when arriving at the premises. The college reserves the right to refuse visitors if substantial notification has not been given, or is sought.
- 4.3 If there are exceptional, *ad hoc* circumstances that mean that a visitor stays overnight, for example due to an emergency, then the Senior Houseparent and the Head of Boarding must be notified of the details of the visitor and the circumstances that led to the overnight stay. These details must be provided, in writing by 11 am on the day following the overnight stay.
- 4.4 CSFC Cambridge reserves the right not to permit visitors who are deemed in the opinion of the Senior Management Team to be unsuitable, or whose presence might lead to reputational risk.
- 4.5 The Head of Boarding reserves the right to ask for DBS checks to be carried out prior to visits. Visitors who have undergone any checks must still be supervised by a member of staff at all times.
- 4.6 The college Child Protection and Safeguarding Policy should be followed at all times and if concerns are raised regarding a visitor the DSL, or another member of safeguarding team, must be notified immediately. CSFC Cambridge reserves the right to remove visitors from the premises if it is felt that they are a concern.
- 4.7 All visitors temporarily form part of the college community and have a duty to report any concerns to the safeguarding team, along with any disclosures from students themselves. All visitors therefore must familiarise themselves with the CSFC Cambridge Child Protection and Safeguarding Policy on arrival and during their stay.