



# Visitors Policy

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## Document Quality Control

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## **1. Introduction**

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

## **2. Purpose of the Visitors' Policy**

- 2.1 The purpose of the Cardiff Sixth Form College Visitors' Policy is to ensure that the safety and welfare of all students, staff, contractors and visitors, at all times. The college takes its safeguarding responsibilities extremely seriously and as such, it is a requirement for all staff to follow the visitor procedure in full.

## **3. Main College Visitors (Inc. Contractors and Guest Speakers)**

- 3.1 Anyone visiting Cardiff Sixth Form College must report to Reception on arrival to be issued with a visitor's pass and to sign in. Reception will ask for ID for visitors and a contact name for whom they are visiting in the organisation. If a visitor is a guest speaker, then 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. Wherever possible it is requested that the host member of staff informs Reception in advance of any visitor's arrival, so preparations can be made.
- 3.2 For any Contractors visiting the College, a valid DBS must be either registered on our system or shown to a member of staff on arrival. Failure to provide a valid DBS would result in the contractor needing supervision from a College staff member at all times, for the duration of their visit. If a valid DBS is provided, then the Contractor(s) will be provided with a visitor's pass along with an access card to enable to move freely around the building unaided.
- 3.3 Different coloured lanyards will be given at Cardiff Sixth Form College so that visiting staff; contractors and members of the wider college organisational network are easily recognisable. All staff badges, including those prepared for visitors have the contact details for the college Designated Safeguarding Person on them, along with where the Safeguarding and Child Protection Policy can be located.
- 3.4 At Cardiff Sixth Form College safeguarding is paramount. If there are any concerns, all adults, visitor or staff, must see it as their duty to contact the DSP. At Cardiff Sixth Form College the Designated Safeguarding Person is Mrs. Lisa Morton 07554 957178, or [lisa.morton@ccoex.com](mailto:lisa.morton@ccoex.com).
- 3.5 The Designated Safeguarding Officers can also be contacted in her absence.
- 3.6 Once a visitor's pass has been issued, visitors must be accompanied at all times by a Cardiff Sixth Form College employee whilst on site. At no time should a visitor be allowed to wander around the site unaccompanied.
- 3.7 There is a public right of way that cuts across the main college site but members of the public should be challenged if they go beyond these on to private college property, and are not wearing a visitor's pass. College security will address this and monitor the site accordingly.
- 3.8 Visitors should return their pass to Reception when leaving the site and sign out.

## **4. Visiting Boarding Houses (guests of pupils)**

- 4.1 No external friends are allowed to visit members of the college community on site. College pupils are allowed to visit other college pupils residing in different accommodation sites but must leave

by 21.30pm to ensure that curfew is successfully met. Children of Compulsory School Age (CSAs) cannot have other members of the college community visit them in their designated living spaces, as this is reserved for under 16s only, however they can and are encouraged to socialise in other communal areas of the college. Please refer to the CSA Policy for further information regarding this.

- 4.2 Parents/guardians or family members of students must be issued with a visitor pass and must sign in with a houseparent. 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 pupils at the college must be supervised by the pupils themselves and must be checked on in regular 20 minute intervals by an appropriate member of the boarding staff.
- 4.3 Students who reside in college accommodation are at no times allowed to visit members of the opposite sex and female and male areas are separated appropriately by a controlled pass mechanism.

## **5. Staff Accommodation (guests of staff)**

- 5.1 All residential staff are reminded annually of the importance of adhering to the following policy regarding visitors to their private accommodation, where that accommodation is situated in college residential accommodation.
- 5.2 Visitors must only stay in areas that are clearly separated from college pupils in areas that have a separate entrance to those of the learners. Therefore, no visitor, whether regular, irregular or occasional may enter the boarding house unless accompanied at all times by a member of staff. All irregular, occasional visitors to any college accommodation are under the direct supervision of the staff member residing in the property.
- 5.3 No visitor must ever be left unaccompanied in the boarding house in order to ensure that no visitor is ever left alone with access to children. At all times all persons visiting boarding accommodation must be kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation. Staff wishing to have overnight visitors must inform the Head of Boarding, provide an electronic copy of their identification at least two weeks prior to arrival and must produce the same ID when arriving at the premises. All overnight visitors must arrive at the College reception with their host to sign in and register as a visitor to CSFC. The college reserves the right to refuse visitors if substantial notification has not been given, or is sought.
- 5.4 If there are exceptional, ad hoc circumstances that mean that a visitor stays overnight due to an emergency, then 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 11am on the day following the overnight stay.
- 5.5 Cardiff Sixth Form College reserves the right to ask members of staff not to entertain on college property any individuals who are deemed in the opinion of the Senior Management Team to be unsuitable, or whose presence might lead to reputational risk.
- 5.6 The College reserves the right to ask for DBS checks to be carried out prior to visits and any visitors who have undergone further checks still need to be supervised by the member of staff at all times.

- 5.7 The college Safeguarding and Child Protection Policy should be followed at all times and if concerns are raised regarding a visitor and their behaviour then the safeguarding team and DSP must be notified immediately. Cardiff Sixth Form College reserves the right the escort and remove visitors from the premises if it is felt that they are a concern.
- 5.8 All visitors temporarily form part of the college community and as such they have a duty to report any concerns to the safeguarding team, along with any disclosures from pupils themselves. All visitors therefore must familiarise themselves with the college Safeguarding and Child Protection procedures prior to arrival and during their stay.