



Visitors Policy

August 2024

Document Quality Control

Original

Version	Author	Date	Reviewed By	Date
Version 1	Lisa Morton	December 2018	Gareth Collier	December 2018

Document Reviews/Updates

Document Version Editing	Reason for Review/ Update	Reviewer	Date	Checked / Approved By	Date
December 2018	Document Formatting	Cerys Williamson	August 2019	Gareth Collier	August 2019
August 2019	Covid Review	Cerys Williamson	August 2020	Gareth Collier	August 2020
August 2020	Annual Review	Tom Arrand	August 2021	Gareth Collier	August 2021
August 2021	Annual Review	Tom Arrand	August 2023	Gareth Collier	August 2023
August 2023	Annual Review	Adam Reid	August 2024	Tom Arrand	August 2024

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Policy

1.0 Introduction

- 1.1 This policy should be read in conjunction with the following policies:
- Health and Safety Policy
 - Prevent Policy
 - Lockdown Policy
 - Compulsory School Age Student Policy
 - Safeguarding and Child Protection Policy

2.0 Purpose of the Policy

- 2.1 The purpose of the Cardiff Sixth Form College Visitors' Policy is to ensure the safety and welfare of all students, staff, contractors and visitors. 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.

3.0 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.
- 3.2 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.
- 3.3 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.
- 3.4 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. 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. Failure to provide a valid DBS will result in the contractor always needing supervision from a College staff member for the duration of their visit.
- 3.5 Different coloured lanyards will be given so that visiting staff, contractors and members of the wider college community 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 may be found.
- 3.6 If there are any safeguarding concerns, all adults, visitor or staff, must see it as their duty to contact the DSP.
- 3.7 At Cardiff Sixth Form College the Designated Safeguarding Person is Mrs Lisa Morton 07554 957178, or lisa.morton@ccoex.com
- 3.8 The Designated Safeguarding Officers can also be contacted in her absence. Their details are published on the safeguarding posters found throughout the College.
- 3.9 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.
- 3.10 There is a public right of way that cuts across the main college site but members of the public should be challenged if they stray beyond this onto private college property, and are not wearing a visitor's pass. College security will address this and monitor the site accordingly.
- 3.11 Visitors should return their pass to Reception when leaving the site and sign out.

4.0 Visiting Boarding Houses (guests of pupils)

- 4.1 College pupils are allowed to visit other college pupils residing in different accommodation sites but must leave by 21.30 to ensure the 22:00 curfew is successfully met.
- 4.2 Children of Compulsory School Age (CSAs) may not 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.
- 4.3 Parents/guardians or family members of students who wish to enter a boarding house 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. Students' parents must be supervised by the students themselves and must be checked at intervals of approximately 20 minutes by an appropriate member of the boarding staff.
- 4.4 It is understood that at the beginning and end of term, this may be relaxed for parents and family members who are helping their children to move into and out of their accommodation, though boarding staff will be supervising boarding sites.
- 4.5 All parents should have left the boarding accommodation by 21:00.
- 4.6 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.

5.0 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 No visitor, whether regular, irregular or occasional may enter the boarding house unless accompanied at all times by a member of staff.
- 5.3 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.
- 5.4 All overnight visitors must arrive at the College reception with their host to sign in and register as a visitor to CSFC.
- 5.5 The college reserves the right to refuse access to visitors who fail to meet these conditions.
- 5.6 The College reserves the right to ask for DBS checks to be carried out prior to visits, but any visitors who have undergone further checks must still to be supervised by the member of staff at all times.
- 5.7 The college Safeguarding and Child Protection Policy should be always followed, and if concerns are raised regarding a visitor and their behaviour then the safeguarding team and DSP must be notified immediately.
- 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.