



Visitors Policy

October 2025

Document Quality Control

Original

Version	Author	Date	Reviewed By	Date
Version 1	Lisa Morton	May 2022	Gareth Collier	May 2022

Document Reviews/Updates

[illegible]

Contents

Introduction	3
1.0 Purpose of the Visitors Policy	3
2.0 Visitors to the college (Inc. Guest Speakers)	3
3.0 Visitors to the boarding houses (guests of students)	3
4.0 Visitors to the boarding houses (guests of staff)	3

Introduction

This policy should be read in conjunction with the college Health and Safety Policy, the Prevent Policy, the Lockdown Policy and the college 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 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 the college must report to the reception in the main college building at 89 Regent Street, Cambridge, the reception in 5 Glisson Road, Cambridge or the staff office in Tripos Court, 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 Staff should notify the relevant reception staff of the details, including visit date and time, of expected visitors in advance.
- 2.3 CSFC Cambridge staff have red lanyards for their college ID badge. Visitors will be given black lanyards (Escorted visitors) or green lanyard (unescorted visitors) 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 Safeguarding Policy can be located.
- 2.4 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, Miss Clair Curtis-Dyke on 07586 707128.
- 2.5 Visitors who are on the college's SCR will be given a 'Non Escorted Visitor' on a green visitor lanyard. They will not be required to be escorted, as they have been subject the safer recruitment checks.
- 2.6 Visitors not on the college's SCT will be issued an 'Escorted Visitor' badge on a black lanyard and they must be accompanied at all times by a CSFC Cambridge employee whilst on site.
- 2.7 Visitors should return their pass to reception when leaving the site, and sign out.
- 2.8 Contractors who work at the college as their usual place of work will be on the college's SCR and will wear their company's ID badge. They will not be required to sign into the college.

3.0 Visitors to the boarding houses (guests of students)

- 3.1 Family, close friends of family and friends from college may visit students in boarding accommodation. They must sign in and out as visitors in the reception of the boarding house, F block. All visitors must leave boarding premises by 9.00 pm. Visitors are not allowed to stay overnight.

3.2 Visitors are only allowed in communal areas and are not allowed to student rooms. Visitors are only permitted upstairs on the first day of term in September.

4.0 Visitors to the boarding houses (guests of staff)

- 4.1 All residential staff are reminded of the importance of adhering to the following policy regarding visitors to Tripos Court.
- 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.
- 4.3 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.
- 4.4 The Vice Principal Pastoral 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.
- 4.5 The college Safeguarding Policy should be followed at all times and if concerns are raised regarding a visitor the DSL, or another member of the 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.
- 4.6 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 Safeguarding Policy on arrival and during their stay.