



Visitors Policy

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Document Quality Control

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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 Staff & Visitors' 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. If a visitor is a guest speaker, then in line with the college's Prevent Policy, additional checks will have already been carried out by the host member of staff. Please refer to the Prevent Policy for further details.
- 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 needing supervision from a member of College staff 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 All adults are required to pass on any safeguarding concerns to the Designated Safeguarding Person (DSP), Mrs Lisa Morton 07554 957178, or lisa.morton@ccoex.com
- 3.7 The Designated Safeguarding Officers can also be contacted in the absence of the DSP. Their details are published on the safeguarding posters throughout the College.

- 3.8 Once a visitor's pass has been issued, visitors must be always accompanied by a Cardiff Sixth Form College employee whilst on site. At no time should a visitor be allowed to wander around the site unaccompanied.
- 3.9 Visitors should return their pass to Reception when leaving the site and sign out.

4.0 Visiting the Boarding House (guests of students)

- 4.1 Parents/guardians or family members of students who wish to enter the boarding house must sign in with a houseparent. Wherever possible, family members are asked to inform the college of their intention to visit at least one week prior to arrival so that appropriate arrangements can be made. Family members must be supervised by the students themselves and will be checked at intervals of approximately 20 minutes by an appropriate member of the boarding staff.
- 4.2 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.
- 4.3 If a student wishes to have a friend from outside college visit them, they must speak to a houseparent in advance. The visitor must be signed in with a member of boarding staff and remain in public areas on the ground floor, supervised at all times by their host.
- 4.4 If a student wishes to have a local student visit them, the local student must sign in with a houseparent. If the local student is visiting a CSA student, they must remain on the ground floor in public areas. If the local student is visiting a sixth form (non-CSA) student, they may visit the student's room with the express permission of the houseparent, in accordance with house rules.
- 4.5 All visitors should have left the boarding accommodation by 21:00.
- 4.6 Students visiting each other within the boarding house follow the rules laid out in the boarding handbook.

5.0 Staff Accommodation (guests of staff)

- 5.1 All residential staff are reminded 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, at least a week in advance. They will be required to show ID on arrival, to the Head of Boarding or the Senior Houseparent on duty. They will register at the Boarding Reception, as a visitor.
- 5.4 Regular visitors will be asked to undertake a DBS check and will still need to be supervised by the member of staff at all times, when in public areas.

- 5.5 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.
- 5.6 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.