



Visitors Policy

August 2026

Document Quality Control

Original

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

Document Reviews/Updates

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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 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.
- 1.2 All staff of CSFC Cambridge, college Governors and staff employed by Dukes Education in a 'Central Services' role are not visitors to the college. The Central Services team members provide support functions in the following areas: finance; marketing; HR; IT and facilities management. Safer recruitment checks for all these staff have been undertaken in line with college policy.
- 1.3 Staff employed by Dukes Education who are not college staff or members of the Central Services team are visitors to the college.
- 1.4 Contractors who work at the college as their usual place of work are included on the college's SCR and will wear their company's ID badge. They are not considered visitors to the college.

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 All visitors will be provided with safeguarding information including the identity of the DSL and procedures for reporting concerns.
- 2.3 Visitors must not photograph, film or record students without prior permission from the college.

- 2.4 Visitors must respect the confidentiality and privacy of students, staff and college information.
- 2.5 The college reserves the right to refuse entry to or remove any visitor whose conduct is inconsistent with safeguarding, health and safety, or the welfare of students and staff.
- 2.6 Staff should notify the relevant reception staff of the details, including visit date and time, of expected visitors in advance.
- 2.7 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. Visitor badges have the contact details for the college Designated Safeguarding Lead (DSL) and details of where the Safeguarding Policy can be located.
- 2.8 If there are any concerns, all adults, whether visitor or staff member, must immediately report them to the Designated Safeguarding Lead (DSL) or a member of the safeguarding team. Current safeguarding contact details are displayed on visitor badges and around the college.
- 2.9 Individuals whose safeguarding checks have been verified and recorded on the college's SCR may be authorised as unescorted visitors where this has been agreed by a member of the Senior Leadership Team. Otherwise, visitors 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.
- 2.10 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 Visitors must be known to the student and approved by the Houseparent or duty boarding member of staff, who may refuse permission where safeguarding, welfare or behavioural concerns exist.
- 3.2 Visitors must sign in and out as visitors in the reception of the boarding house, at F block. All visitors must leave boarding premises by 9.00 pm. The college does not permit overnight guests in student accommodation under any circumstances.
- 3.3 Visitors are only allowed in communal areas and are not allowed to student rooms except during designated induction and arrival periods and with the permission of boarding staff.

3.4 Boarding staff reserve the right to refuse any visitor where safeguarding concerns exist.

4.0 Visitors to the boarding houses (guests of staff)

All residential staff are reminded of the importance of adhering to the following policy regarding visitors to Tripos Court.

- 4.1 Staff must ensure that personal visitors do not have unsupervised access to students, student accommodation or college records at any time.
- 4.2 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.
- 4.3 Where a visitor's role may involve regular, repeated or anticipated contact with students, the college will determine whether safeguarding checks, including DBS checks where appropriate, are required.
- 4.4 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.
- 4.5 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.

5.0 Emergency and Evacuation

All visitors must comply with college fire, lockdown and emergency procedures and follow staff instructions at all times.