



ST. ANDREW'S COLLEGE Cambridge

COLLEGE POLICY DOCUMENT

College Visitors Policy

Issue No.: 01	Document Number: STAN0052012
Issue Date: September 5th 2012	Originator: Wayne Marshall
Version: 05	Responsibility: College Registrar
Reason for version change: Review and update	Dated: 5th September 2012
Authorised by: Wayne Marshall Date: 8th August 2017	Signature: <i>Wayne Marshall</i>

The following policy has been drawn up to ensure all parties within the college are aware of how to deal with visitors to academic and or boarding accommodation.

Anyone visiting the college's academic buildings on business or to visit a student and or another member of staff must be issued with a visitor's badge from the reception of No. 13 Station Road or the Principal's office at 89 Regent Street. All visitors must complete the visitors' book and state their reason for attending the college.

Visitors reporting directly to the accommodation houses will be issued with badges by the relevant house manager.

Once a badge has been issued, visitors must be accompanied by a St. Andrew's College Cambridge employee whilst on site. At no time should a visitor be allowed to wander around the sites unaccompanied. The visitor badges stand out from employee badges as they have an orange lanyard.

No students are allowed to visit the boarding houses if they are not resident at any time.

The only exceptions to the above are:

- Parents/Guardians of pupils.

This category is exempt as their visits are carried out in the course of a family or personal relationship.

Visitors should return their badge to the reception at No. 13 Station Road, the Principal's Office at Regent Street or the respective house manager when leaving site.

If you have any questions concerning the above please speak to either the Registrar or the Principal.

Reviewed August 2013, June 2014, July 2015 July 2016 and August 2107.

Next review: 1st August 2018.