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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
| Issue No.: 01 | Document Number: STAN: 0032010 |
| Issue Date: 5th September 2012 | Originator: Wayne Marshall |
| Version: 06 | Responsibility: Principal |
| Reason for version change: Review & Update | Dated: 31st August 2019 |
| Authorised by: Wayne Marshall Date: 31st August 2019 | Wayne SignatureSignature |

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.

The policy covers not only ad hoc visitors but also ancillary and ‘unchecked’ staff.

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 red or orange lanyard.

No students can 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.

Contractors who work regularly on college premises must have a DBS check. This then allows them to carry out their work unsupervised by a member of college staff.

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

**Next review: August 2020.**