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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** | |
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| Authorised by: Wayne Marshall  Date: 31st August 2020 | Wayne SignatureSignature |

Anyone visiting the college for business purposes or to visit a student and or another member of staff must be issued with a visitor’s badge. All visitors must sign in at reception where they will be given a badge. All visitors must complete the visitors’ book and state their reason for attending the college. All visitors must read the visitors safeguarding policy before they leave reception.

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

Visitors reporting directly to the Halls of Residence will be issued with badges by the relevant house manager and asked to sign in and out.

Once a badge has been issued, visitors will always be accompanied by a staff member . The visitor badges stand out from employee badges as they have a red lanyard.

Students are not permitted to visit friends in other halls of residence.

The only exceptions to the above are:

* Parents/Guardians of pupils.

This category is exempt as their visits are carried out during a family or personal relationship.

Visitors should return their badge to reception in No. 13 Station Road, the Principal’s Office at Regent Street, or the House Manager in the Hall of Residence at the end of their visit.

Contractors who work regularly on college premises must have a DBS check. This 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 the Deputy Director or the Principal.

**Next review: August 2021.**