STAFF GUEST AND VISITOR POLICY

Date of Policy	September 2019
Approved by Principal	September 2019
Next Review Date	August 2020
Lead for Review	Vice Principal

Aim

CATS College has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work etc 1974 Act Sections 3 & 4). Proper supervision of access is also important for security reasons. In this policy, visitors will also include contractors appointed to undertake maintenance related works on CATS College premises.

This policy also takes into account and has regard to the National Minimum Boarding Standards 14.4: *All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.*

Visitors

General guidelines are that all visitors will be met on arrival and supervised throughout the duration of their visit. Specific procedures are in place to issue and monitor the use of a 'visitor pass' system.

Residences

Visitors to residences must sign in with the House Parent and be escorted by House Parents. Contractors not enhanced DBS checked are not allowed in residences during their opening times without a member of staff present at all times. The responsibility for the visitor rests with the CATS College member of staff that the visitor is visiting.

In the case of contractors carrying out repairs to the premises, the responsibility rests with the Maintenance or the Operations Manager. Regular contractors that are DBS registered can be left to carry on with their works so long as they are signed in and briefed by the Maintenance/Operations Manager. Those contractors who are not DBS checked and less frequently used follow the same sign in procedure but are accompanied at all times during their visit.

Where it is likely that the visitor will be required to work on the premises for a considerable period of time, i.e. sufficient for them to be provided with a security pass, then they must be inducted by the Operations Manager/Director as appropriate.

In addition students must not admit any outside visitors to boarding accommodation without authorisation from boarding staff. Again, such visitors must be wearing visitors' badges and be accompanied by the student at all times.

Visiting speakers

Visiting Speakers must have due diligence checks conducted to ensure that the material they are speaking on fits the remit of the College and does not lead to students being at risk of being drawn into terrorism or terrorist ideology. The speaker must be accompanied at all times and not be left alone with students and to have completed the sign in and out procedures and advised of fire evacuation procedures.

Please refer to the Visiting Speakers Policy for more details and to complete the checklist.

Staff Guest Policy

Our aim is to provide a fully safe and supervised environment for students. We accept that live-in positions mean that Boarding Houses are also staff members' homes but the needs of the students must be met foremost. This policy is designed for live-in staff and addresses the access rights that their visitors have to the boarding environment.

CATS College allows visitors into college accommodation provided they sign in with House Parents on duty on arrival and sign out with House Parents when leaving the Boarding House. The visitors must be fully supervised throughout their visit and ensure they are only visiting during a staff member's 'non duty hours', i.e. a member's day off or during 'breaks times'.

Overnight visitors are only allowed when the Boarding House is closed and when no students are present unless with prior authorisation of the Deputy Head Pastoral or Boarding Manager.

Residential overnight visitors, when Boarding Houses are open, must have an enhanced DBS check in place and have signed and agreed to adhere to the visitor's code of conduct.

This policy takes into account and must be read in conjunction with the Colleges Safeguarding policy.