



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

## VISITOR & STAFF GUEST POLICY

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Date of Policy	January 2019
Next Review Date	January 2020
Key Staff	All Staff
Lead Staff for Review	Operations Manager, Heads of House

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## Aim

CATS Cambridge/CSVPA has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work Act 1974 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 Cambridge/CSVPA 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.*

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 which includes a signing in book for Varsity and Elizabeth House residences. The responsibility for the visitor rests with the CATS Cambridge/CSVPA member of staff that the visitor is visiting.

In the case of contractors carrying out repairs to the premises, the responsibility rests with the Operations Manager. Regular contractors that are DBS checked can be left to carry on with their works so long as they are signed in and briefed by the Maintenance/Operations Manager. These visitors will be required to show identification upon arrival and the member of staff manning the Reception will sign to say that it has been checked.

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 College Operations Manager as appropriate.

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.

In addition, students must not admit any outside visitors to Boarding Houses without authorisation from a senior member of Boarding staff. Again, such visitors must wear visitors' badges and be accompanied by the student at all times.

## 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 Cambridge/CSVPA allows visitors into College accommodation provided they sign in on arrival and sign out when leaving the residence. 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 'break times'.

Overnight visitors are only allowed when the residence is closed and when no students are present unless with prior authorisation of the Head of House.

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