



Visitors and Children on College Premises Policy

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Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

This policy contains the following:

1. Arrangements for Adult Visitors

- Visitors
- Temporary Staff
- Company Representatives
- Contractor Personnel
- External Regulatory Agency Representatives
- Deliveries

2. Arrangements for Children on College Premises

- Obtaining Approval
- Prohibited Areas
- College Open Days
- Other Precautions

Appendix 1: Children on the College Site

1. Arrangements for Adult Visitors

Visitors

Visitors wishing to visit any person in College premises must obtain a temporary visitor's badge from the building's Reception or Security. The Visitor is limited to the destination designated and public areas. All such visits must be by appointment and must take place in a manner that respects teaching activities.

Visiting children are not permitted in hazardous areas of college. All children must remain under the direct supervision of their parent or guardian at all times whilst on college property.

If a member of staff considers it is not safe for a student's or visitor's child to be on college property or has concerns that children may not be suitably supervised they must request the child/children are removed without delay. Where children are left unsupervised Security should be contacted.

Temporary staff

All temporary agency staff, such as administrative support, on college premises must comply with the identification/badge requirements established by Security for permanent staff.

Where appropriate, visitors will have relevant Disclosure and Barring Service (DBS) and other security checks necessary before access is given to college buildings.

Company representatives

Company representatives must have a scheduled appointment to visit College premises; unsolicited visits are prohibited. All appointments on College premises must be made by the Supplier Representative, in advance, regardless of whom the Representative would like to visit.

Company representatives are not permitted to meet academic or administrative staff in any classroom which is in use. Company representatives must conduct meetings ONLY in offices or meeting/conference rooms affording privacy. Access is limited to the office or meeting/conference room they have been authorised to visit.

Due to confidentiality concerns, Company Representatives are not permitted to attend any meetings, conferences or reports at which sensitive information is shared, unless otherwise invited by a senior member of staff. Company Representatives may not see student or staff records whether in electronic or paper format, unless specific authorisation has been granted.

Upon their arrival and prior to their scheduled appointment, all company representatives must check in with the College Reception, Security or with the Building Supervisor and follow the registering/badge requirements in place. At the time they will be issued with a temporary visitor's badge for that day. The Company representative must wear the temporary badge at all times while on college premises, and display the badge if asked by a member of college staff.

Contractor personnel

Contractor personnel who intend to work on college premises for a fixed period shall obtain an identification badge issued by CBRE. CBRE and all contractors MUST ensure that their risk assessments, method statements and relevant permits to work are completed prior to commencing any work.

CBRE are responsible for ensuring that the Estates Team/Security are informed of the number of personnel present on college premises for each day of the works. contractor personnel shall display the temporary ID in a visible position.

The temporary badge is the property of Bradford College. Upon the expiration or termination of their contract, contractor personnel must return their temporary badge to the CBRE office.

Contractor personnel who enter college premises on an ongoing ad hoc basis eg filling vending machines etc must sign in and out for every visit with the relevant college reception. Any contractor personnel found not to be registered as present on the premises may be removed by Security.

External regulatory agency representatives

Representatives from external regulatory agencies, such as the Health and Safety Executive (HSE), Environment Agency (EA) or Ofsted may access college premises without an appointment provided that:

They show their official ID badge, and preferably wear in a visible location.

They report to the relevant department immediately upon their arrival.

Deliveries

All deliveries to college premises will be through/to a designated receiving area(s) as agreed in the contract. Deliveries are to be prearranged to an agreed timeframe. Deliveries not pre-arranged/agreed are to be evaluated on a case by case basis and acceptance of the delivery or access to college premises may be denied by security or the relevant department.

Deliveries to the College can be made directly to individual buildings as agreed and stated within the contract and/or purchase order.

2. Arrangements for Children on College Premises

Obtaining approval

If it is necessary to bring a child onto college sites the parent/guardian must first obtain the permission of their Head of Department and the Health and Safety team.

Children must be supervised by the parent/guardian at all times and this duty is their responsibility and cannot be delegated to another person. The child must not be left unsupervised under any circumstances.

Supervision means that children are in the immediate vicinity of their supervisor, close enough for accidents to be prevented. Particular care must be taken where children are negotiating staircases. Try not to take children from one place to another during busy periods and other times when the College is congested. Children should not be allowed outside the building unaccompanied, and they should not be permitted to wander off around the building.

The request for permission should be made on the Children on College Site Form, Appendix 1.

Prohibited areas

There are areas of the College which are unsuitable for children. All workshops, laboratories, preparation rooms and stores are out of bounds to children. (This does not apply to children on an authorised visit).

Children of staff or students are not normally allowed to accompany parents/ guardians on college trips, visits or residential activities. Permission should be sought from the Health and Safety team.

College open days

During college Open Days and events children will be permitted onto college premises provided they are suitably supervised.

Other precautions

When it is known that a child will be present in an area, some basic precautions must be taken e.g. ensuring dangerous articles, kettles; scissors etc are kept out of reach. Other staff in the area must be made aware that a child is present so that they may also take extra precautions.

Care must be taken on the roads to and from college sites, as they are busy even out of term.

Any accident to a child whilst on college premises must be reported immediately. Where an accident results in a child attending hospital, a report has to be submitted to the Health and Safety Executive. Incidents of this nature must be reported to the Health and Safety team immediately by email or telephone and an accident form filled out via [Smartlog](#).

Staff must abide by this guidance at all times. The College does realise that emergencies do arise and the bringing of a child onto a college site may be the only course of action a parent/guardian can take. However, it is expected that the procedures detailed in this policy will still be followed i.e. discussions and risk assessment and this is permitted over a short timescale.

Appendix 1: Children on the College Site

Application to allow a child onto the College Site / Risk Assessment

Staff member / Student name:	
Department / Study area:	
Line manager / Tutor:	

I apply for permission for my child(ren) to permit my child(ren) onto Bradford College premises on the following date(s):

I understand that the child(ren) **must be under my supervision at all times** and that they will not be permitted in areas other than those as agreed (apart from toilets, canteen, dining area, corridors).

I have notified my line manager/tutor.

Areas of the College to be visited are:

Risk assessment

I have read the attached risk assessment:

Signed (parent/carer):.....

Once completed, this form should be handed in to the Health & Safety team (5F-24, David Hockney Building).

Permission

Your request to bring a child/children into College on the following dates has been **granted/denied** (delete at appropriate):

Signed..... **Health and Safety team**