

## Procedure for Visitors



<b>Red lanyards</b> = HIGH risk
<b>Amber lanyards</b> = MEDIUM risk
<b>Green lanyards</b> = LOW risk

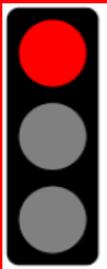
Safeguarding students from harm and minimising risks are the priorities when controlling access to the campus for visitors. However, the unique geographical layout of the College presents challenges. The College also wishes to extend a warm welcome to visitors and to recognise that our campus is home for both boarding students as well as resident staff and their families. Security measures are vital to protect everyone, but this is a living document which will need to be applied with care to make sure that protective measures are reasonable, practical & respect the privacy of members of our community. The adoption of a traffic light system of lanyards (-plus the purple category for family members of resident staff and their guests) is intended to signify risk levels for staff and students. On the other hand, such a system is not perfect, and College staff must keep in mind that they have safeguarding responsibilities in terms of maintaining professional and safe working practices, politely challenging unfamiliar visitors and reporting concerns about their colleagues' behaviour if/when necessary.

### No lanyards

	Zones & access	Membership	Procedures, risk management etc.
= HIGH risk	Only allows visitors unsupervised access to the ground floor of Main Hall & toilets.  (Examples of <b>major events when normal sign in procedures are suspended and increased staff supervision replaces normal signing in and</b>	Delivery drivers and day student parents dropping off/ collecting their children. Guests visiting staff residences. Adults not wishing to sign in, but remain in car within car park while waiting to collect (e.g. taxi drivers and parents of students having tuition from	Security records arrival and departure at the main gate. In the case of staff guests, security should ideally be informed beforehand of the visit, or 'phone staff in residences on guests' arrival. Staff take responsibility for the supervision of their guests and the possible

	<u>lanyard procedures:</u> Parents visiting the College on start up days; theatre performances; Christmas Fayre, Parish swimming sessions.)	College staff).  <b>= Adults who should be challenged by College staff</b> <b>= Adults who are visiting the premises briefly</b> <b>Adults who are visiting staff residences</b> <b>= All those attending <u>major events</u> when staff supervision replaces signing in procedures</b>	provision of purple “guest” lanyards.
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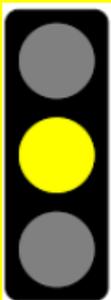
**All visitors** - apart from those listed above - should sign in at reception or with duty staff in our main hall building (-unless visitors are contractors who will be signed in by the Estates/ Maintenance office). If not known to College staff, they should be asked to provide photo ID before being issued with a temporary visitor’s badge and coloured lanyard. Colour-coded information sheets should be provided explaining the College’s expectations of visitors (i.e. where they can and can’t go, Fire & Health & Safety expectations etc.)

Coloured Lanyards – A Traffic Light System	Zones & access	Membership	Procedures, risk management etc.
<b>Red lanyards = HIGH risk</b> 	Only allows visitors unsupervised access to the ground floor of Main Hall & toilets only.	One-off visitors to the College.  Unknown adults who should have no unsupervised access to students.  Those with whom the link with the College community is tenuous.	CCTV coverage of main hall and signing in procedures should inform visitors of the College’s rules.  Should be hosted by a member of College staff at all times.
<b>Amber lanyards type 1 = MEDIUM risk</b>  <b>(Mon to Fri during office hours)</b>	Allows unsupervised visitors access from <b>Monday to Friday during office hours</b> to the public areas of the following buildings, but not including classrooms or music practice rooms: Main	Individuals known to College staff and in whom there is a level of trust based on knowledge of them and their links with the College community.  Membership of this	Risk assessments are vital within this category. Note the difference between the office hours versus the stricter limits at weekends and also out of office hours when staff supervision levels



Amber lanyards type  
2 = MEDIUM risk

(At weekends, during  
holidays & out of  
office hours)



Hall, Dining Hall, Jubilee Block, Morris Building, Science Block, Castle Building. This amber zone allowing unsupervised access to outside areas extends to the edge of the lawn terrace, but does not extend to residential areas beyond: the Science Building/ Evergreen Oaks area, up the stairs to leading to the West End Common Room, the top of the slope running past the swimming pool. The amber zone includes the main lawn and the grassed area to the back of the main hall building, but ends at the edge of the Morris Building (& does not allow visitors access to the rear of Garden View residence).

**At weekends, during holiday periods & out of office hours**, amber lanyards allow supervised access to the same areas for visiting parents and family members of current students. However, the current student must host their guests and accompany them at all times while on campus. Amber lanyards do NOT allow unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff

group includes parents of current students, prospective parents & students, alumni/ ex-students for up to 3 years after leaving the College.

Alumni should inform the College in advance of their plans to visit and permission to remain on campus. At weekends, such visits would be at the discretion of the Senior Teacher on call. Such visitors would need to be hosted by a current student.

**Note the stricter rules at weekends, during holiday periods and out of office hours** and the need for a current student host to accompany visitors at all times and avoid the boarding area beyond the lawn terrace.

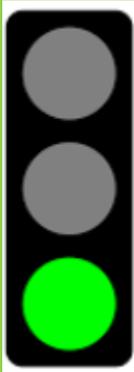
are lower on campus.

Amber lanyards do NOT allow unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff supervision is needed for such access – and this includes parents and family members with the exception of start up days when boarding parents are on duty in residences.

Hosting by pairs of students could be used to accompany visitors and reduce risk (e.g. prefects taking prospective parents on tours).

Weekend duty staff & NSP have access to CCTV to monitor visitors on campus.

Amber lanyards do NOT allow unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff

	supervision is needed for such access.		supervision is needed for such access -- and this includes parents and family members with the exception of start up days when boarding parents are on duty in residences.
<p><b>Green lanyards = LOW risk</b></p> 	Allows visitors access to the most sensitive areas of the College such as inside boarding residences.	<p>All barred list and DBS checks are in place. Regular contractors who are brought in once a week or more than four days in a month or overnight.</p> <p>Supervision levels the same as for College staff.</p>	<p>Boarding residences are single sex.</p> <p>Visitors should bear in mind that students could be surprised en route to/from toilets and showers.</p>

<b>Other lanyard colours:</b>	<b>Zones &amp; access</b>	<b>Membership</b>	<b>Procedures, risk management etc.</b>
<p><b>Purple lanyards = MEDIUM to LOW risk</b></p>	Allows family members of resident staff and their guests access to all external areas of the campus as well as public areas of teaching blocks. Children of family members with purple lanyards might wish to visit student friends in boarding residences and this is allowed. Adults and guests would not be allowed unsupervised access to boarding residences.	Family members & trusted employees (e.g. cleaners) of resident staff to be issued with "Guest" cards on purple lanyards. Guests of resident staff require supervision to roam the campus. This is the responsibility of hosting staff. Hosting staff should notify security (by informing reception staff) on the main gate of expected visitors so that they can be let through.	Unexpected guests/visitors to staff residences could be escorted to and from staff residences by security staff.
<p><b>Black lanyards = LOW risk</b></p>	Allowed access to all areas of the College - as their duties require.	College staff	Boarding residences are single sex.
<p><b>Grey lanyards = LOW risk</b></p>	Allowed access to most areas of the College,	College Trustees	Boarding residences are single sex.

	but would be accompanied by a member of staff if needing to enter boarding residences.		
<b>Maroon lanyards = LOW risk</b>	Allowed access to all areas of the College – with the exceptions of: single-sex boarding residences; 6 <sup>th</sup> formers are only allowed to visit Lower School boarding residences at weekends.	College students (-to wear lanyards during the academic day and during Saturday tests)	Boarding residences are single sex.

# INFORMATION FOR VISITORS

We extend a warm welcome to all our visitors.

Please use the Visitors' Book provided and read these rules. By entering your details in the Visitors' Book you are indicating that you will comply with College policies, procedures and instructions given to you by members of staff while on the premises. Please wear your temporary visitor ID badge and lanyard visibly at all times. We also ask that you sign out on departure and return your visitor badge and lanyard.

## PARKING

- Users of the car park do so at their own risk. The college accepts no responsibility for any damage, accidents or losses to visitor's property.
- You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

## RECEPTION AREA

- Please remain in the reception area until you are collected by your host or directed to meet your host.
- You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

## SECURITY

- For your information CCTV is in operation on the premises.
- You must not remove anything from the premises without permission.

## HEALTH AND SAFETY

- When visiting controlled areas, where indicated by your host or by the signs displayed, please use the protective clothing and equipment provided.
- Do not enter any area boarding residence until you have received the permission of a member of staff & - in most cases - they will need to accompany you for the duration of your visit
- You must report any accident, injury or dangerous occurrence to your host immediately. Injuries must be recorded on an official Accident Report Form and this must be passed to the Health and Safety / Fire Safety Officer.

## FIRE

- If the Fire Alarm should sound please leave the building by the nearest safe exit and proceed to the Assembly Point. Do not re-enter the building until you are told it is safe to do so.
- Contractors who are unaccompanied, please familiarise yourself with the locations of the fire exits and call points.

## SMOKING

- The college is a non-smoking campus, you are not permitted to smoke or use electronic cigarettes (e-cigarettes) on-site.

### Visitors with red lanyards

Please wait in the area of the main hall & its toilet facilities for visitors until the member of staff hosting you is available to accompany you at all times during your visit.

### Visitors with amber lanyards

As a trusted visitor to our campus, you are allowed access from **Monday to Friday during office hours** to the public areas of the following buildings, but not including classrooms or music practice rooms: Main Hall, Dining Hall, Jubilee Block, Morris Building, Science Block, Castle Building. This amber zone allowing unsupervised access to outside areas extends to the edge of the lawn terrace, but does not extend to residential areas beyond: the Science Building/ Evergreen Oaks area, up the stairs to leading to the West End Common Room, the top of the slope running past the swimming pool. The amber zone includes the main lawn and the grassed area to the back of the main hall building, but ends at the edge of the Morris Building (& does not allow visitors access to the rear of Garden View residence). Amber lanyards do NOT allow unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff supervision is needed for such access.

As a trusted visitor to our campus, you are allowed access during **weekends, holiday periods & out of office hours**, amber lanyards allow supervised access to the same areas for visiting parents and family members of current students. However, the current student must host their guests and accompany them at all times while on campus. Amber lanyards do NOT allow unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff supervision is needed for such access.

### Visitors with green lanyards

As regular visitors to the College (i.e. visiting once a week or more than four days in a month or overnight), you will have had barred list and DBS checks in place. You are allowed unsupervised access to all areas of the College including the most sensitive areas of the College (i.e. inside boarding residences).

## **Appendix 1**

### **Website information for family members & alumni planning to visit the College:**

Concord College wishes to extend a warm welcome to all visitors and to recognise that our campus is home for both boarding students as well as resident staff and their families. However, security measures are vital to protect everyone and safeguarding current students from harm must be the priority when controlling access to the campus for visitors.

Advance notice of visits would be appreciated by the College so that visitors can be expected and prepared for. (We have recently introduced security guards at our main gate and we can inform the guards in advance of your arrival if we know about it.)

All visitors are likely to be asked to provide photo ID by College staff before being issued with a temporary visitor's badge and coloured lanyard from our main hall building. Colour-

coded information sheets will then be provided explaining the College’s expectations of visitors (i.e. where they can and can’t go, Fire & Health & Safety expectations etc.)

Due to the need to safeguard our current boarding students, visitors will not be allowed unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff supervision is needed for such access – and this includes parents and family members (-with the exception of start up days when boarding parents are on duty in residences). It should be noted by parents that our boarding residences are single sex and parents of the opposite gender must not be left alone and unsupervised inside boarding residences.

## Appendix 2

### Risk Assessments:

Red lanyard visitors :	Hazards:	Control Measures:
= Regarded as high risk due to being not known to College staff (e.g. one off visitors)	Risks to safety of students and staff (& their possessions, College property etc.) here on campus	Security guards monitor vehicles & people entering and exiting the campus.
		CCTV monitoring (& recording footage) of the campus.
		Controlled access to buildings via keypads or card entry system.
		Checking the identity of all visitors by asking for photo ID on arrival in main hall & asking them to sign in and out.
		Providing visitors with relevant information on arrival about rules and where they can and can’t go.
		Providing coloured lanyards and temporary ID badges to be worn by visitors at all times while on campus.
		Restricted to the ground floor of the main hall building (with its toilet facilities).
		Should be hosted and supervised by a member of College staff at all times when not waiting in the main hall.

Amber lanyard visitors type 1: Monday to Friday during office hours:	Hazards:	Control Measures:
= Regarded as medium risk	Risks to safety of students and staff (& their possessions, College property etc.) here on campus	Security guards monitor vehicles & people entering and exiting the campus.
		CCTV monitoring (& recording footage) of the campus.
		Controlled access to buildings via keypads or card entry system.
		Checking the identity of all visitors by asking for photo ID on arrival in main hall & asking them to sign in and

		<p>out.</p> <p>Providing visitors with relevant information on arrival about rules and where they can and can't go. - Allows unsupervised visitors access to the public areas of the following buildings, but not including classrooms or music practice rooms: Main Hall, Dining Hall, Jubilee Block, Morris Building, Science Block, Castle Building. This amber zone allowing unsupervised access to outside areas extends to the edge of the lawn terrace, but does not extend to residential areas beyond: the Science Building/ Evergreen Oaks area, up the stairs to leading to the West End Common Room, the top of the slope running past the swimming pool. The amber zone includes the main lawn and the grassed area to the back of the main hall building, but ends at the edge of the Morris Building (&amp; does not allow visitors access to the rear of Garden View residence).</p> <p>Hosting by pairs of students could be used to accompany visitors and reduce risk (e.g. two prefects taking prospective parents on tours instead of one).</p> <p>Providing coloured lanyards and temporary ID badges to be worn by visitors at all times while on campus.</p> <p>Amber lanyards do NOT allow unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff supervision is needed for such access – and this includes parents and family members with the exception of start up days when boarding parents are on duty in residences.</p>
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Amber lanyard visitors type 2: outside of office hours & during weekends & holiday periods:	Hazards:	Control Measures:
= Regarded as medium risk	Risks to safety of students and staff (& their possessions, College property etc.) here on campus	<p>Security guards monitor vehicles &amp; people entering and exiting the campus.</p> <p>Increased levels of CCTV monitoring by weekend &amp; holiday duty staff (&amp; recording footage) of the campus.</p> <p>Controlled access to buildings via keypads or card entry system.</p> <p>Checking the identity of all visitors by asking for photo ID on arrival in main hall &amp; asking them to sign in and out.</p> <p>Providing visitors with relevant information on arrival about rules and where they can and can't go - Allows supervised access to the same areas for visiting parents and family members of current students. However, <b>the current student must host their guests and accompany them at all</b></p>

		<b>times while on campus.</b>
		Hosting by pairs of students could be used to accompany visitors and reduce risk (e.g. two prefects taking prospective parents on tours instead of one).
		Providing coloured lanyards and temporary ID badges to be worn by visitors at all times while on campus.
		Amber lanyards do NOT allow unsupervised access to the most sensitive areas of the College (i.e. inside boarding residences). Staff supervision is needed for such access – and this includes parents and family members with the exception of start up days when boarding parents are on duty in residences.
		Alumni should inform the College in advance of their plans to visit and permission to remain on campus. Such visits would be at the discretion of the Senior Teacher on call. Such visitors would need to be hosted by a current student.

<b>Green lanyard visitors :</b>	<b>Hazards:</b>	<b>Control Measures:</b>
= Regarded as low risk	Risks to safety of students and staff (& their possessions, College property etc.) here on campus	Security guards monitor vehicles & people entering and exiting the campus.
		CCTV monitoring (& recording footage) of the campus.
		Controlled access to buildings via keypads or card entry system.
		Checking the identity of all visitors by asking for photo ID on arrival in main hall & asking them to sign in and out.
		Providing visitors with relevant information on arrival about rules and where they can and can't go.
		Providing coloured lanyards and temporary ID badges to be worn by visitors at all times while on campus.
		Boarding residences are single sex. Visitors should bear in mind that students could be surprised en route to/from toilets and showers. Risk reduction measures: avoid lone-working where possible; avoid times of the day and week when students might be in residences (e.g. Wed afternoons and after 4pm); visitors should make themselves known to domestic staff in the residence; report incidents.
		All barred list and DBS checks are in place. Regular contractors who are brought in once a week or more than four days in a month or overnight.
		Supervision levels the same as for College staff.