



Access to College Policy

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| Document title: | Access to College Policy |
| Audience: | All staff, students, contractors, governors, parents/carers and planned and unplanned visitors, volunteers, temporary and agency staff |
| Version: | 3.1 |
| Approved by: | Senior Leadership Team |
| Date approved: | September 2024 |
| Date of next review: | September 2027 |
| Document owner: | Director of People Services |
| Equality impact assessment: | Yes |
| Student-friendly version: | No |

Revision history

| Version | Type (e.g. replacement, revision etc) | Date | History (reason for changes) |
|---------|---------------------------------------|----------------|--|
| 1.0 | Revision | September 2021 | Update to cover all parties |
| 2.0 | Revision | December 2022 | Update to parties and ownership and some ID card protocols |
| 3.0 | Revision | October 2023 | Periodic review; new templates |
| 3.1 | Revision | August 2024 | Periodic review |

Monitoring and review

This policy will be reviewed at least every three years by the Senior Leadership Team or sooner if needed.

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Purpose of the Policy

To have in place a clear protocol and procedure for the admittance of persons to the College which is understood by all staff, governors, visitors, and parents/carers and conforms to child protection and safeguarding guidelines.

The College will:

- Ensure all persons receive a warm, friendly and professional welcome to Bradford College, whatever the purpose of their visit.
- Meet the legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the governing body (the Corporation) and senior leaders, including the Designated Safeguarding Lead, to ensure that this duty is uncompromised at all times. In performing this duty, the college recognises that there can be no complacency where child protection and safeguarding procedures are concerned.
- Require that **all visitors** (without exception) comply with the policy and procedure. Failure to do so may result in the visitor's escorted departure from the College site.
- Require that **all staff** (without exception) comply with the policy and procedure. Failure to do so may result in the staff member being subject to a disciplinary investigation.
- Hold an **approved list** for those persons who frequently visit the College site to undertake work within the College (including contractors and agency staff).
- As part of their induction, ensure new staff will be made conversant with this policy and asked to ensure compliance with its procedures at all times

The policy will also ensure that there are clear procedures in place for:

- Children accompanying staff, students or visitors on site.
- External regulatory agency representatives (eg, Health and Safety Executive, Environment Agency, Environmental Health Inspectors, Exam Boards or Ofsted) who may turn up unannounced.
- Deliveries to College.

Linked Policies

Health and safety policy
Data protection (GDPR) policy
Recruitment and selection policy
Positive student behaviour policy
Student behaviour policy
Student disciplinary policy
Safeguarding policy
Disciplinary policy
Sickness absence policy

FE admissions policy
HE admissions policy
Freedom of speech policy
Induction policy
Critical Incident policy
Volunteers policy

Linked Procedures

Safeguarding procedures
Fire safety procedures
Criminal records (students) procedure
Visitors and children on college premises procedure