



# Access to College Procedures

<b>Document title:</b>	Access to College Procedures
<b>Audience:</b>	All staff, students, contractors, governors, parents/carers and planned and unplanned visitors, volunteers, temporary and agency staff
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<b>Student-friendly version:</b>	Yes – expectations outlined in student induction and student code of conduct

## 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 revise the procedures when cards are forgotten or lost by staff and students.
3.0	Revision	October 2023	Periodic review and update roles and responsibilities in line with current organisation.
3.1	Revision	August 2024	Periodic review and clarification on some procedures; update of roles and responsibilities and key contacts including addition of Table 1.

## Monitoring and review

This procedure will be reviewed at least every three years by the Senior Leadership Team.

## **Linked Policies**

[Access to college policy](#)

[Health and safety policy](#)

# Access to College Procedures

## Purpose of the Procedures

To have in place clear procedures for the admittance of persons to any of the College buildings which are understood by all students, staff, governors, visitors, and parents/carers and that align to child protection and safeguarding requirements. Further details are also included in Appendix 1. However, the general rule is that anyone in a college building will be identifiable by the visible wearing of a lanyard and will be accompanied at all times if needed.

### 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 and senior leaders 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.
- 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.
- As part of their induction, ensure that all students are aware of the rules around access to college buildings, including lanyard wearing.

## Roles and Responsibilities

### The Director of People Services is responsible for:

- Being the executive lead for health and safety.
- Implementation, coordination and review of this policy and procedure.
- Ensuring that breaches of this procedure for staff are acted upon in a timely manner.
- As part of their induction, ensuring new staff are made conversant with this policy and procedure for external visitors and asked to ensure compliance with its procedures at all times.
- Ensuring that the HR Team have a compliant and continually updated Single Central Record in line with the latest guidance.
- Ensuring that external unannounced visitors are accompanied at all times and ensuring that the key contacts are updated in this procedure.

### The Assistant Principal Students is responsible for:

- Being the Designated Safeguarding Lead.

- Supporting the implementation of this policy and procedure from a safeguarding and student perspective.
- Ensuring that breaches of this procedure for students are acted upon in a timely manner.
- As part of their induction, ensuring new students are made conversant with the access to college rules and the importance of lanyard wearing.
- Liaising with any police that visit site where the enquiry involves students.
- Checking and approving risk assessments for building occupants.
- Ensuring that the college has an updated and compliant Single Central Record in line with the latest guidance.

**The Vice Principal Recruitment and Communications is responsible for:**

- Ensuring the procedures are implemented by front of house staff to ensure a warm, friendly and professional welcome to the college.
- Ensuring that lanyards and card holders are issued in line with Appendix 2 and adequate stocks are maintained.
- Ensuring these procedures are implemented by front of house staff to maintain the health, safety, security and wellbeing of all students and staff, in particular implementing the process when a student or member of staff forgets their ID card.
- Ensuring that in the absence of a Security Officer, that Reception staff check that temporary IDs cards are being held by the student who the card has been issued to.
- Sending a monthly report of staff who have forgotten their card to all Heads of Department.
- Maintaining a current contact list for all staff to enable efficient handling of all enquiries. This will generally be done via Teams.
- Contacting the Head of HR Services in every case where staff have not complied with the escorting of visitors in line with this procedure.
- Ensuring safe access arrangement for visitors for college organised events.

**The Head of Health and Safety is responsible for:**

- Ensuring that all works carried out by any persons on site meets the relevant health and safety, rules, regulations and guidelines.
- Ensuring appropriate notification of any access concerns and that recording of any breaches are logged and appropriate action taken.
- Auditing the access arrangements of contractors on site as managed by the Head of Estates and Facilities to ensure that this procedure is followed.

**The Head of Estates and Facilities is responsible for:**

- Ensuring all contractors are signed in and complete the necessary induction briefings via the contractor sign-in desk located in the Estates Office (next to Lister building).
- Maintaining a current register of all contractors with valid DBS and other security checks necessary before access is given to college buildings. This information should be shared with the Human Resources Team and stored on the Single Central Record.
- Ensuring that contractor personnel risk assessments, method statements and relevant permits to work are completed prior to commencing any work.
- Ensuring that clear guidance is provided to all contractors in relation to their roles and responsibilities in relation to the safeguarding and wellbeing of all staff and students whilst working on any College sites or in any College building.
- Ensuring that campus Security Officers check that temporary IDs cards are being used by the student who the card has been issued to.

- Ensuring that appropriate rotas and resourcing is in place across the campus buildings to ensure the safe entry and access of people to the buildings.
- Ensuring that all uses of college buildings by groups or individuals outside of regular college staff, are flagged as building occupants, and the correct procedures applied.

**The Head of HR Services is responsible for:**

- Ensuring that breaches of this procedure by staff are acted upon in a timely manner by supporting line managers as appropriate.
- Ensuring that the college has an updated and compliant Single Central Record in line with the latest guidance for all relevant groups.
- Ensuring that any staff with disabilities and ability issues can access their workplace and that appropriate records are kept by the HR Team.
- Ensuring that staff who cease to be employed by Bradford College return their lanyard and card, and that their access to college buildings is blocked when their employment ends.

**The Heads of Department are responsible for:**

- Ensuring the policy and procedures are used by their teams for any visitors to the college campus.
- Ensuring all temporary and agency staff have relevant Disclosure and Barring Service (DBS) and other security checks necessary completed before access is given to college buildings.
- Maintaining accurate staff records by informing the HR Team of any changes to temporary or agency staffing.
- Managing any breaches of the policy and procedures, ensuring that intervention takes place, particularly when a student persistently forgets their card, in a timely manner.
- Providing timely reminders to staff to ensure accurate staff contact information is available on staff records.
- Ensuring that suitable arrangements are in place to ensure all agency staff and visitors are accompanied at all times whilst on site.
- Managing building occupancy arrangements, including events and lettings, within their areas of control.
- Where possible, collecting lanyards and cards from students who have ceased to be a Bradford College student.

**All staff are responsible for:**

- Wearing an identity badge at all times whilst in any College campus building.
- Pre-booking all visitors they wish to come onto any College site by emailing [information@bradfordcollege.ac.uk](mailto:information@bradfordcollege.ac.uk) so the appropriate reception team will be expecting their arrival. If those visitors require parking the host will also need to email [cctv@bradfordcollege.ac.uk](mailto:cctv@bradfordcollege.ac.uk) so a space within the visitor car park can be booked. All visitor appointments should be booked into the appropriate reception desk at least 24 hours prior to their appointment at the college.
- Ensuring any visitors to the college campus buildings are signed in and accompanied at all times by a member of staff.
- Challenging any visitor to the College site who is not wearing a college identity badge. They should be challenged politely to enquire who they are and the nature of their business on the College site. They should then be escorted to reception to sign in using the electronic register point and be issued with a photo identity badge. These procedures will then apply and they need to sign in and be escorted at all times. In the event that the visitor refuses to

comply, they should be asked to leave the site immediately and the appropriate college personnel informed.

- Challenging every student, in a positive and friendly way, who they see or pass in a college building that is not wearing a visible lanyard.

**Front of house staff are responsible for:**

- Assuring a warm, friendly and professional welcome to Bradford College, whatever the purpose of the visit.
- Ensuring the access to college policy and procedures are implemented.
- Ensuring that in the absence of a Security Officer that Reception staff check that temporary IDs cards are been held by the student who the card has been issued to.
- Communicating with any visitors to the site without an appointment to ascertain the purpose of their visit.
- Ensuring that any unannounced visitors carrying out statutory inspections are escalated to the relevant executive lead (eg, Examining Bodies, Ofsted, etc) or Head of Health and Safety (eg, Health and Safety Executive, Environmental Health Inspectors, etc) as detailed in Table 1.
- Liaising with the relevant departments/staff to arrange for the supervision of visitors.
- Reporting any breaches of the policy and procedures to the Head of HR Services and the line manager where known.
- Maintaining sufficient stocks of lanyards, card holders and blank cards to meet demand at front of house reception points.

## Appendix 1 – Other considerations

### 1. Procedure for student and staff replacement ID cards

We will not charge for replacements – we do not wish for this procedure to be a barrier to learning or attending work, but it is recognised that remembering an individual ID card is a core part of both the student and staff behaviour and code of conduct. There are three parameters this will apply to:

#### ***A student who forgets a card for the day:***

- Will be issued with a temporary lanyard (plain blue no branding) at reception.
- Will be issued a sticker that goes into plastic wallet that utilises the visitor system and will be titled 'Temporary Student ID' and will hold image of student, their name, ID number (names and ID manually input to system by student) and date of issue – this will allow students to still be able to use the print system as they log in with their student ID number.
- Reception staff will look student up on EBS to make sure they are not blocked. Reception staff will also give the student their ID number to input into system if they don't know it. Records on EBS that a temporary ID has been issued. Will put a day block on entrance and exit barrier system (via PLAN software).
- EBS will feed into OnTrack so tutors are made aware of where students persistently forget their card. When a student has forgotten their card three times, this will be addressed by the curriculum team and interventions recorded on the student eILP.
- Student is told to return their temporary lanyard at the end of the day. Reception are to track what is returned and report students who persistently forget their card to the relevant curriculum team.

#### ***A student reports they have lost their card:***

- Reception check that they are not blocked on EBS and that the card has not already been used that day to access the building (via the PLAN system).
- A replacement card and correct lanyard is issued.
- Replacement card is recorded on EBS.
- When a student has lost their card three times the issue needs to be addressed with the student at progress reviews through the curriculum team, who may use the positive behaviour student disciplinary policy and procedure.

#### ***A member of staff forgets or lose their ID card:***

- If forgotten, a temporary staff ID sticker is issued using the visitor system with a standard black staff lanyard. The member of staff should sign in saying they are visiting their line manager.
- If lost, a replacement card is issued. If staff persistently forget or lose their ID card this should be flagged with the line manager as a potential disciplinary concern.

### 2. Children on College sites

Unless specifically authorised, children (under 18 and not studying at the college) are not normally allowed into College buildings. Exceptionally, where a member of the College with childcare responsibilities requires to visit the College to conduct specific business, they may be accompanied by children for the duration of their visit. Likewise, children may need to be admitted where they are accompanying adult learners for enrolment events and open days.

Any children accompanying staff, students or visitors remain the sole responsibility of the person they are accompanying, and must be under their direct supervision at all times. Unless of such a young age, children need to be signed in at reception and have a visitor badge and lanyard for the duration of their stay so it is clear who they being accompanied by.

Staff or students wishing to bring their children onto any college site must first speak to their Head of Department to discuss and make the necessary arrangements for approval. If agreement is given for the child/children to be allowed onto any College site then the risk assessment, see Appendix 3, must be completed and submitted to the Health and Safety Team.

If any child attending a college site has an accident whilst in a college building or on campus, this must be reported to the Health and Safety team immediately by email or telephone and an accident form filled out (see the [Health and Safety intranet homepage](#)).

Where an accident results in a child attending hospital, the Health and Safety Team will ascertain if a report has to be submitted to the Health and Safety Executive.

### 3. External regulatory agency representatives

Representatives from external regulatory agencies, (eg, Health and Safety Executive, Environment Agency, Ofsted, Exam Boards, etc) may access college premises without an appointment provided that:

- They show their official ID badge, and wear it in a visible location.
- There is immediate escalation of their attendance on site by the front of house team to the required senior leader (see Table 1).
- They are booked in and issued a visitor’s badge and the agreed policy and procedures for access to college is followed with the appropriate coloured lanyard issued.

In all cases the executive lead must be contacted by the front of house team and the relevant Head of Department. They will be then responsible for escorting them in line with this procedure.

There may be times when other people turn up unannounced representing other bodies or groups. In these cases, the front of house team must contact the relevant executive lead and Head of Department as per Table 1.

**Table 1 – Key contacts for unannounced visitors**

Visitor and Body	Executive Lead Contact	Head of Department Contact
Ofsted	Vice Principal Quality, Teaching and Learning	Head of Quality
Examining Body	Vice Principal Quality, Teaching and Learning	Head of Data, Funding and Exams
Environment Agency	Vice Principal Finance and Corporate Services	Head of Estates and Facilities
Environmental Health	Director of People Services	Head of Catering
Health and Safety Executive	Director of People Services	Head of Health and Safety
Student Safeguarding (Council, Police, Social Services)	Assistant Principal Students	Head of Student Support
Police (student query)	Assistant Principal Students	Head of Student Support



Police (other)	Vice Principal Finance and Corporate Services	Head of Estates and Facilities
Council (estates, highways, etc)	Vice Principal Finance and Corporate Services	Head of Estates and Facilities
Political Representatives	Vice Principal Recruitment and Communications	Head of Student Recruitment
Trade Union Representatives	Director of People Services	Head of HR Services

#### **4. 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 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 (Head of Department or member of the Senior Leadership Team). 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 front of house team, and follow the agreed access to college policy and procedures.

#### **5. Deliveries**

The default goods inwards point for college deliveries is the mail room located in the undercroft of DHB and accessed from the visitor car park. Delivery drivers can access the car park via the call button to the CCTV control room at the barrier point.

All large deliveries to college premises will be made to the designated receiving area as agreed in the contract. Deliveries are to be prearranged to an agreed timeframe. Deliveries not pre-arranged or 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.

Large deliveries to the college can be made directly to individual buildings as agreed and stated within the contract and/or purchase order. For these it is the responsibility of the Head of Department ordering the goods to ensure that there is adequate resource available to support the delivery. Porterage to support large deliveries should be arranged by contacting the Head of Estates and Facilities.

#### **6. College Visitor Protocols**

All visitors must be signed in at the reception of the building they are visiting. They will be issued with a temporary pass and a red visitor lanyard. They need to be collected in person from the reception area and accompanied at all times by a member of staff.

Visitors can access the DHB café, The Grove Restaurant and DHB visitor toilets without the need to be signed in. For all other college buildings, visitors can not access toilet facilities or catering outlets without being signed in and accompanied by a staff member.

Staff must ensure visitors are escorted at all times when in a college building. This includes the use of toilet facilities and catering outlets. Staff must also escort any visitor when they leave site and ensure that they are signed out and their visitor lanyard returned.

## **7. College Events**

During large college events, such as enrolment or open days, a temporary change to access arrangements may be planned and agreed. Once the event has been agreed (by the Vice Principal Recruitment and Communications), the approval process will be through a risk assessment. The risk assessment must be completed the manager responsible for the event and this must be approved by the Head of Health and Safety, the Designated Safeguarding Lead (Assistant Principal Students) and the Head of Estates, at least 5 working days in advance of the event taking place.

The following aspects must be considered:

- Whether the suspension of, or alteration to, normal safeguarding arrangements is necessary, and whether other options are available before this is considered?
- The nature of the event, potential attendees, the time of day and whether this coincides with the normal college opening times?
- What additional and unusual risk factors may be present?
- What control measures can be applied to bring risk to a manageable level?

Any approved changes must be clearly communicated in advance of the event, including the control measures and timings. The responsible manager is also responsible for ensuring that normal building access arrangements are reinstated at the close of the event.

Outside of this process and approval, all events must adhere to the usual access to college procedure for visitors.

## **8. Building Occupants**

Building occupants are defined as individuals approved to work on college sites, who are not regular members of college staff, temporary staff or sub-contracted staffing (who have completed the full staff induction and safer recruitment process). See Appendix 4 for further details.

These may include:








- Volunteers who work regularly in the college buildings or facilities.
- Members of partner organisations (such as the NHS) who deliver services to students or staff regularly on site.
- Approved contractors.
- Individuals or groups who occupy space within a college building through a letting agreement.

Approval to access the college buildings as a contractor or building occupant (indicated by an orange lanyard) is subject to:

- Disclosure and enhances DBS checks.
- Barred list checks.
- Completion of the Contractor and Building Occupant induction.
- Verification of identity.
- Completion of the appropriate paperwork (such as a letting agreement) with clear perimeters and expectations agreed and completion of a risk assessment if deemed necessary.
- Inclusion on the Single Central Record.

Any breach to the agreed ways of working or the protocols laid out within the induction process will lead to immediate suspension of the approval to access or operate within college premises and the cessation of all and any agreements.

## Appendix 2 - Lanyard overview

Colour of lanyard		Issued to	Issued by
Red with visitor written on		All visitors	Front of House staff
Orange with contractor written on		Contractors and approved Building Occupants (DBS and induction completed)	Facilities and Estates Team
Black with staff written on		Staff with a Bradford College contract and who are on the SCR. Agency staff that have completed all pre-employment checks and have DBS and are on the SCR. Contractors based on site who are on the SCR and have completed the college staff induction (CBRE maintenance, cleaning and portering).	Front of House staff on confirmation from HR
Blue with student written on		FE students. A plain blue lanyard will be issued for temporary day student passes.	Front of House staff/enrolment team
Yellow with student written on		All 14 to 16 students	Front of House staff/enrolment team
Purple		HE Students	Front of House staff/enrolment team
Green		Apprentices	Front of House staff/enrolment team

## Appendix 3 - 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 to bring my child(ren) onto Bradford College premises on the following date(s):

And for the following reasons;

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:

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

**Once completed, this form should be emailed to the Health and Safety team**

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#### 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**

## Appendix 4 - Contractor and Building Occupant Induction and Agreement

All Contractors and building occupants must:

- Agree regular working hours and patterns, or sign in and out of college as required (subject to working agreement).
- Wear their lanyard at all times while on college premises.
- Do not use their mobile phone in student areas, including external campus spaces.
- Never take photographs or video footage of learners.
- Ensure that their conduct on site is appropriate and meets the expectations of Bradford College.
- Not engage with students outside of the perimeters of the role, or at all, if their presence on the college site does not require any requirement to engage with students.
- Not engage with any student outside of college including through social media.
- Declare any and all pre-existing relationships with current college students to the responsible manager and HR.
- Declare any and all pre-existing relationships with current college staff to the responsible manager and HR.
- Report any concerns regarding any student to a member of staff as a matter of urgency.
- Ensure that any visitors are appropriately signed in, wear lanyards throughout their visit and are escorted at all times.

In addition:

- Contractors and building occupants must know the fire evacuation procedure and assembly locations for the buildings that they will access.
- Contractors and building occupants must know how to report an accident or near miss, the requirement to do so, and how to access first aid if needed.

## Building Occupants Induction and Agreement

<b>Name of individual:</b>	
<b>Organisation:</b>	
<b>Induction completed by:</b>	
<b>Date of completion:</b>	
<b>Responsible manager:</b>	
<b>Declaration:</b>	
<p>I understand the expectation to keep myself and others safe and to follow all of the health and safety requirements of the college at all times. I know that I must report any accidents or near misses to the college as well as my employer. I know how to evacuate safely and what to do in the event of a fire or other incident.</p>	
<b>Signed:</b>	<b>Date:</b>
<p>I understand the requirement to follow the college's safeguarding procedure at all times, including wearing the appropriate lanyard and identification at all times. I have received the college Contractor and Building Occupant induction and understand the expectations of all college building occupants. I know how to report a safeguarding concern.</p>	
<b>Signed:</b>	<b>Date:</b>
<p>I understand that failure to follow the Building Occupant Induction and Agreement will result in an immediate suspension of this working agreement and access to college buildings.</p>	
<b>Signed:</b>	<b>Date:</b>