Visitor Policy

Responsible Senior Manager:	Executive Director – HR & Corporate Services
Effective Date:	March 2026
Related Policies:	Child Protection and Safeguarding Policy Prevent Policy Visible ID Procedure
Approved By:	Executive Leadership Team
Next Review Date:	March 2028

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1. INTRODUCTION

The College takes its responsibility for the safeguarding of learners and staff very seriously. It is therefore important that staff and visitors fully comply with this Policy. The first impression that visitors have of the College is very important and they will want to see that the College operates in a professional manner and that learners and staff are in a safe environment.

2. PURPOSE

The College has many visitors during the course of the day and it has legal obligations to fulfil in managing this, both for the well-being of visitors themselves, and also of learners and staff. As a College, we have a statutory duty regarding safeguarding of children and we take this responsibility seriously. In conjunction with this policy, staff should also familiarise themselves with the College's Visible ID Procedure.

3. SCOPE

The College operates a visible ID procedure for all people on the College site, including learners, staff, visitors, contractors and governors. All visitors (including contractors) should comply with the following:

- Report to the main reception desk on arrival, inform the reception team which member of staff they have arranged to visit and sign in.
- Wear a red (Tigerlilly) College Visitor's Lanyard throughout their visit.
- Read the Visitor's Card issued at reception (attached to the lanyard) ensuring they are familiar with the evacuation procedures and College assembly points.
- Ensure they are accompanied by the member of staff they are visiting throughout their visit unless signed off as a trusted contractor/Visitor by a Member of College Leadership, in which case they are free to access the building unaccompanied.
- Return Visitor Pass to, and sign out at, main reception on completion of their visit.

Trusted visitors who work with the College on a regular basis are free to access the building unaccompanied. Members of College Leadership will approve those considered as trusted visitors and inform Reception. A list of trusted visitors will be kept by Reception.

All External Speakers attending the College for presentations or holding events with learners must also complete an External Speaker Request Form (see Appendix 2) and read the Information for Visiting Speakers document and sign the Declaration Form (Appendix 3) prior to attending the College. The Forms are available from Customer Services.

Any adult not wearing a staff or visitor's lanyard/badge should be challenged by a staff member. Staff not challenging unidentified visitors or raising alarm/reporting it to the Facilities team will be neglecting their duty to ensure College security and learner safety.

4. THE ROLE OF THE COLLEGE

Responsibilities are outlined as below:

4.1 Staff:

If you have arranged for a visitor to meet with yourself or another member of staff, please ensure that:

- Full visitor details must be provided, in advance of the visit, to Reception, this can be provided by emailing customerservices@hsdc.ac.uk.
- Details required:
  - Visitor Name.
  - Name of the person they are visiting.

- Contact telephone number of staff member and location.

You have spoken with your visitor prior to the visit, drawing attention to the following:

- They should report to main reception and sign in, showing proof of identity.
- They should then wait in reception, to be collected by you (not by a learner).
- Any visitor to the College is at all times accompanied by yourself or another member of staff to whom that responsibility is delegated.
- At the end of the visit, you accompany visitors to reception where they will sign out before leaving.
- If there is a fire evacuation, you accompany visitors to the nearest dedicated assembly point.

4.2 Reception Staff:

All visitors to the College must go through the following procedure:

- Ensure all visitors, including parents, report to the main reception.
- Check the identity of the visitor and purpose of their visit.
- Ensure visitor signs in using the College signing-in system and issue visitor's pass with a Tigerlilly lanyard.
- Ask the visitor to wait in the seated area of main reception and to read the visitor's card (attached to the lanyard).
- Contact the respective member of staff who will be meeting/hosting the visitor.
- Ensure that visitors sign out upon completion of their visit and return the visitor lanyard.

Reception staff are also expected to report non-compliance to the relevant Line Manager.

5. APPENDIX 1 – Example of Visitor Card



6. APPENDIX 2 – Example of Event & External Speaker Request Form

Event & External Speaker Form

You will need to submit this form to the Deputy Principal (Curriculum & Quality) 15 working days before the event via katie.hudson@hsdc.ac.uk

Staff responsible for external speaker:		**Campus:**	
Proposed Speaker:			
Contact details of company/ external speaker:			
Topic			
Location, time and date:			
Purpose of visit:			
Who will be attending this event? Please state: course(s) including level, student numbers and any other consideration)			
Do you know the proposed speaker in a personal capacity? (Please give details.)			
Is there a payment due for this event? (Please give details)			

Background Checks (minimum 2)	**X to confirm**
Website Checked	
Printed Literature Checked	
Resources to be Presented	
Google Search Completed	
Other Colleges Recommended	
Other Checks. Please state - previous university lecturer and recommended by university liaison team	

Please Tick	**X to confirm**
I have read the College's Prevent Strategy and Policy	
I will provide the external speaker with the Information for Visiting Speakers	
I will ensure the external speaker completes the Declaration Form	
I will forward the Declaration Form to the Vice Principal (Students, Learning, Quality)	
I have attached outline(s)/copies of resources to use, if appropriate	

Signature		**Date:**	
Approved		**Date:**	

7. APPENDIX 3 – Information & Declaration Form for External Speakers

Information for Visiting Speakers and Declaration Form

All visiting speakers must read this document and complete the Declaration Form prior to attending the College

Safeguarding
HSDC recognises the moral and statutory responsibility to safeguard and promote the welfare of all young people. The College makes every effort to provide a safe and welcoming environment underpinned by a culture of openness where both young people and adults feel secure, able to talk and believe that they are being listened to.

HSDC maintains an attitude of "it could happen here" where safeguarding is concerned. Safeguarding is the responsibility of everyone and not just that of the Designated Safeguarding Lead and Deputies.

At all times the College's approach will focus on PREVENTION, PROTECTION and SUPPORT and the College is committed to fulfilling its' duties with regard to Safeguarding by:

1. Establishing a safe environment within which young people can learn and develop
2. Supporting students who have been, or are, at risk of significant harm
3. Ensuring we practise safe recruitment in checking the suitability of staff and volunteers who work with young people
4. Carrying out regular Child Protection and Safeguarding Training, in line with legal requirements
5. Publishing and implementing clearly defined procedures for identifying and reporting cases, or suspected cases, of abuse
6. Developing and promoting effective working relationships with other agencies, including the Police and Children Services

Visiting Speakers will be accompanied at all times on-site (unless they are in possession of an appropriate DBS). If during a visit, a Visiting Speaker has any concerns that a member of the College community has been harmed, or is at risk of harm, or receives a disclosure from a student they should contact the safeguarding team or speak to Reception as a matter of urgency.

The full HSDC Safeguarding and Child Protection Policy can be found on the website https://www.hsdc.ac.uk/governance-and-management/policies/

Please remember it is the responsibility of all of us to keep our young people safe.

Prevent
Prevent is part of the Government's National Counter-Terrorism strategy and places a duty on Colleges to have due regard to the need to prevent people from being drawn into terrorism.

At HSDC Prevent is very much part of our Safeguarding work through safeguarding young people from the threat of terrorism by challenging ideologies, protecting vulnerable individuals and supporting institutions.

All staff have a responsibility in protecting students at risk from radicalisation and any suspicious activity should immediately be referred to a member of the safeguarding team.

Radicalisation can take many forms and example indicators are listed in section 4.2 of the College's Prevent Strategy https://www.hsdc.ac.uk/governance-and-management/policies/

Fundamental British Values

At HSDC we see fundamental British Values as underpinning what it is to be a citizen in a modern and diverse Great Britain. As well as actively promoting these values to our students, we also embed these into student work across all curriculum areas.

The five key British values are **democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs**. These serve as a foundation to our College Charter where we promote equality and diversity throughout our community, and meet our duty to the Counter-Terrorism and Security Act 2015.