



## Protocol for Visitors

New College Durham seeks to provide a safe and supportive environment where the welfare and health and safety of staff, students and visitors is paramount.

This protocol provides clear guidance on the standards of behaviour all college visitors are expected to observe.

Please take note of the following expectations while visiting New College Durham:

- Our staff will be expected to behave professionally and appropriately towards our visitors at all times and in turn we would have the same expectations of our visitors to treat our staff in the same way.
- All visitors should avoid using inappropriate or offensive language at all times.
- Visitors are expected to show tolerance of and respect for the rights of others and not undermine fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Under the law of the Equality Act, visitors must not discriminate, harass, stereotype or victimise against any other visitors, students or staff.
- We all have a duty in ensuring the safeguarding of children/vulnerable adults. Should you have any safeguarding concerns while onsite please report this to our Main Help Desk where the relevant Designated Safeguarding Lead will be contacted.
- All visitors must ensure they sign in at one of the reception areas and have their visitors pass visible at all times. Upon leaving the building visitors must then sign out and return their visitor pass.
- New College Durham operates a no smoking policy in all of its buildings. Staff, students and visitors are only permitted to smoke within the designated smoking area which is clearly signposted on the campus.