



Visitors' Policy

1. Policy Statement

- 1.1. The University of Lincoln is committed to providing a welcoming, safe and inclusive environment for all members of our community which includes visitors to the University estate and online activities.
- 1.2. The primary purpose of the Visitor Policy is to ensure the safeguarding of all by ensuring staff, students (including apprentices) and visitors are aware of the processes that need to be completed when arranging for someone to visit the University and the protocol whilst on the University estate.
- 1.3. The University will not tolerate any form of harassment, inappropriate comments or bullying and is committed to ensuring staff and students are able to work, live and



5.8. Except where directed or agreed by the member of staff hosting the visit, no photography or recording is permitted in University buildings, lectures or for commercial purposes.

6. Personal Data

6.1. The University is committed to protecting personal data and being transparent about what information is held. The 8 QLYHUVLW\ RI /LQFROQ¶V 3ULYDF\ 3RO handles and uses the data collected and can be found [here](#).

7. Safeguarding

7.1. The University is committed to the safeguarding of everyone within our Community, including visitors. For more information regarding the way we safeguard everyone, please visit [here](#).

7.2. Visitors who are under 18 are expected to be supervised continuously by a member of staff.

8. Open Campus

8.1. The University of Lincoln is an open estate which means members of the public are able to access many of the communal areas.

8.2. Members of the public visiting the communal areas are expected to respect and comply with University signage, and to follow instructions given by members of staff which includes advice and guidance regarding health and safety, and fire safety.

9. Definitions

9.1. Visitor: a visitor is someone who is invited to the University and includes interviewees and those from partner organisations.

9.2. Members of our Community: this includes staff, students, apprentices, prospective students and visitors.

9.3. Members of the public: anyone who is not an enrolled student, member of staff (permanent or temporary) or contractor.

10. Selected relevant University policies

- 10.1. University Regulations
- 10.2. One Community Values
- 10.3. External Speakers Policy
- 10.4. Room Booking & Events policies
- 10.5. Safeguarding Policy
- 10.6. UK VISAs and Immigration Guidance
- 10.7. Framework for Professional Ethics
- 10.8. Research and Participant Payment Policy
- 10.9. Right to Work Guidance
- 10.10. Contract Management Policy (in development)
- 10.11. Freedom of Speech (in development)