

# Visitor Policy

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*(Reviewer: Dan Higgins, August 2021)*

## Prep School

During term time the Reception office is open Monday to Friday between 8.00am and 6.00pm.

## Senior School

During term time the Reception office is open Monday to Friday between 8.00am and 6.00pm, including lunchtime, and on Saturdays between 10.00am and 2.00pm. During holidays, including half term holidays, the Reception office is generally open Monday to Friday between 9.00am and 3.00pm. The Reception office is closed on Saturdays during holidays.

## Visitors

- Visitors must arrive via the Reception area, where they are given a badge, and must be escorted by a member of staff when on site (unless they have Hurst DBS clearance). Refer to the Visitor Access Policy below.
- Visiting parents and other VIPs may be met in the reception area adjacent to Reception if appropriate.

## Transport

- Minibus keys are collected from Reception during working hours.
- Mobile phones for School Trips (for emergency use only) are available at the Lodge.

## 1. Visitor Access Policy

### Background

The College recognises that its buildings form part of a very large open site (140 acres), crossed by public footpaths and two public roads, and that there is no effective means by which individuals can be prevented from gaining access to its grounds and to the spaces between buildings. With this said, every reasonable precaution is taken to make College buildings as safe as possible from intruders. The College's Campus Manager is responsible for security and is provided with accommodation located in the centre of the school.

### Visitor access arrangements

Notification: The Lodge/Reception should be notified in advance of Visitors expected in the College.  
Supervision of visitors: For reasons of security and health and safety, Visitors must be supervised and accompanied at all times whilst on College premises. For the purposes of this policy a Visitor is anyone not recorded on the College's PASS database as an employee, worker, volunteer or verified contractor (and who has thus not been subject to safeguarding checks).

Signing in: All Visitors to the College are required to report to the Lodge (in the Senior School), Prep School Reception or the Estates Building. There is a visitors' book in these locations for use by Visitors who both sign in and sign out. The information contained in the visitors' book includes the times of arrival and departure, the visitor's name, the reason for the visit, and the visitor's vehicle registration number if appropriate.

Badges: In addition to the signing in and signing out arrangements, Visitors in the College are issued with a badge on their arrival. This applies in particular to contractors attending the school to work on building projects or undertake maintenance tasks.

### **Other Issues**

Security: If a stranger is observed on the premises who is unaccompanied and not wearing a badge, they should be approached, asked to confirm their name and give the purpose of their visit and directed to the Lodge/Reception. If there is any reason for staff to be concerned about their own safety then the individual should not be approached but they should contact the Lodge/Reception (or the Campus Manager when the Lodge/Reception is closed) immediately. On no account should an individual or group of individuals be approached if there is a perceived risk of an unsafe encounter. Pupils should not approach un-badged individuals but should report their presence to a member of staff as quickly as possible.

Parents: Parents and members of the public attending events at the College are all theoretically Visitors. However it must be recognised that many of these 'casual visitors' will be unexpected or unknown to the College and, particularly outside usual school hours, will not be signed-in/badged or accompanied. Discretion should be exercised when challenging these casual visitors in normal public areas of the campus. However such visitors should not have access to teaching areas during the day time or houses (especially boarding houses) at any time and should always be challenged if found unaccompanied in these locations.

Catering: If catering is required for Visitors then the Catering Department must be notified in advance by the person arranging the visit. Without this notification no Visitor to the College is entitled to make use of the catering service.

## **2. Visitor Policy for Residents**

*(Reviewer: Stephen Holliday, April 2021)*

### **Preamble**

This policy sets out the arrangements for over-night and longer-term visitors to staff resident on the campus.

The arrangements for day visitors are covered in other policies as detailed below.

### **Legal Background**

- The College will comply with the safeguarding requirements set out in the Independent Schools Standards Regulations as may be updated from time to time, the National Minimum Standards for Boarding Schools and any other guidance issues by the Department for Education.
- Under the above regulations everyone working (or volunteering) at the College must have a valid, enhanced disclosure from the Disclosure and Barring Service ('DBS').
- In addition, as a boarding school, the College must comply with the more stringent criteria of the National Minimum Standards for Boarding Schools which, amongst other things, stipulate that adult access to boarders and accommodation must be managed so that boarders are protected from unsupervised contact at school with adults who have not been subject to the school's complete recruitment checking procedures and there is supervision of all unchecked visitors to the boarding premises.
- All staff must recognise that the College's primary objective is to safeguard those children in its care. Consequently the College reserves the right to prohibit individuals from visiting the campus in exceptional circumstances.

### **Day Visitors**

- The arrangements for day visitors are set out in the Visitor Access Policy.
- Staff must also comply with the arrangements for visitors as set out in the College Health and Safety Policy.
- In summary, visitors to the College must be supervised and accompanied at all times whilst on College premises.

### **Guidelines for Resident Staff**

In addition to the above, staff resident anywhere on the College campus will be expected to comply with the following:

### **Short Term Visitors**

- A short-term visitor is defined as anyone whose visit does not exceed 72 hours during term time or 14 days during the College holidays.
- Short-term visitors to staff accommodation are allowed provided that they are properly supervised at all times and not allowed unsupervised access to pupils or to boarding areas.
- All visitors staying in accommodation which is on the main part of the campus or part of a boarding house (including Martlet House, Pelican House and St. Johns' House) must be signed in at the lodge, in case of an emergency.

### **Other Visitors**

Visitors other than the above – i.e. longer-term visitors or those who will not be subject to constant supervision – are subject to more stringent rules as follows:

- Prior consent to any visit (valid for up to six months) must be obtained from either the Principal, Head of College, COO or CFO;
- Such visitors will be expected to possess a valid DBS check from the College issued within the previous six months or to be registered with the DBS update service.

### **Resident Visitors**

- Under the terms of their Licence to Occupy, staff living in College accommodation are not permitted to allow any other person to occupy their accommodation other than their spouses, partners and dependent children under the age of 18.
- All permanent adult residents who are not employed by the College must have a valid DBS check undertaken by the College.
- In order to comply with the National Minimum Standards for Boarding Schools all permanent residents who occupy accommodation which is in the same building as a boarding house must also sign a written agreement which governs their conduct and terms of occupation.
- Please bear in mind that the above rules will apply to the children of staff if they are over 18, even if they are pupils at the College.

Owner: SAH     Date for Review: Nov 2022