School Visitors Policy and Procedures (Boarding)

Responsible Persons:	Mr. Andrew Allman (Headmaster)
Date:	January 2020
Review Date:	September 2020

Policy Statement

Myddelton College assures all visitors a warm, friendly and professional welcome to the School, whatever the purpose of their visit.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Directors and Senior Leadership Team to ensure that this duty is uncompromised at all times.

In performing this duty, the School recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor's escorted departure from the school site.

Policy Responsibility

The Headmaster is the member of staff responsible for implementation, coordination and review of this policy. This person will also be responsible for liaising with the School's security staff and Designated Safeguarding Lead as appropriate. All breaches of this procedure must be reported to the Headmaster.

Aim

To safeguard all children under this school's responsibility both during school hours curriculum and out of school hours activities which are arranged by the school. The ultimate aim is to ensure that students at Myddelton College can learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, directors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The Boarding Team is deemed to have control and responsibility for its boarding pupils anywhere on the School site (i.e. within the school boundary fence), during out of School hours, during pre-planned boarding activities and on off-site activities that are organised (and supervised) by the Boarding Team.

The policy applies to:

- All staff employed by the School.

- All external visitors entering the school site during the school day, boarding day/night or for after school activities (including peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists).

- All directors of the school.

- All parents and volunteers.

- All pupils.

- Other Education related personnel (County Advisors, Inspectors, Guardians, Agents).

- Building & Maintenance and all other Independent contractors visiting the school premises.

Protocol and Procedures

Visitors to the School

All visitors to the boarding houses may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

- Wherever possible, forward notice is preferred and should be directed towards the appropriate House Parent. Contact details can be found on the school website.

- On arrival at the School, visitors must report directly to the respective boarding house and wait to be greeted at the front door. Visitors must only enter a boarding house via the front entrance.

- On entry to the house, all visitors must report to the foyer of the respective boarding house first. No visitor is permitted to enter the boarding house via any other entrance under any circumstances.

- At the foyer, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

- All visitors will be asked to sign the Visitors Record Book which is kept in the foyer at all times making a note of their name, organisation, who they are visiting, car registration and visitor badge number.

- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.

- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the foyer to receive the visitor. The contact will then be responsible for them while they are on site. When the visitor is the parent/guardian of the child, the above procedures should still be followed and it is at the discretion of the Duty Staff member to allow students to sign out and leave the school site.

Visitors Departure from School

- On departing the school, visitors MUST leave via the foyer and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry.

Return the identification badge to the Duty Staff Member.

A member of staff should escort the visitor to the car park (ensuring the visitor does not re-enter the school site, potentially breaching security).

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.

They should then be escorted to the foyer to sign the Visitors Book and be issued with an identity badge. The procedures under "Visitors to the School" above will then apply

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headmaster and a Senior Leader should be informed promptly.

The Headmaster or a Senior Leader will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

7. Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

8. Linked policies

This policy and procedures should be read in conjunction with other related school policies, including:

Safeguarding

Boarding Policy