

Woodbridge School
(Senior School, the Prep and Pre-Prep, including EYFS and Boarding)
***** Under Review *****

VISITORS AND STRANGERS ON SITE
(Including Supervision of Ancillary, Contract and Unchecked Staff)

This policy applies to the Senior School, The Prep and Pre-Prep (including EYFS). This policy also covers the supervision of ancillary, contract and unchecked staff. This policy should be read in conjunction with the following policies or procedures:

- Risk Management/Assessment Policy
- Recruitment and Appointment Policy
- Safeguarding (including Child Protection and EYFS)
- Security
- Supervision of Pupils
- Health and Safety Policy; pupil access to risky areas; visitors

Policy Statement

Woodbridge School senior site maintains an open site policy, whilst directing (via signage) all visitors during the working School day (0840-1610) to report to Reception where they will be signed in and a lanyard issued as appropriate. The Prep maintains a broadly closed site policy during the school day between drop-off and pick-up (with visitors reporting to The Prep and Pre-Prep Reception), though at certain times in the school day the Cumberland Street gate may be opened for unsupervised entry by parents (sports fixtures, concerts).

A visitor is any person who is not: a pupil of Woodbridge School; an employee of the wider Seckford Foundation (including Woodbridge School) whose regular place of work is in the School's grounds; an employee of the wider Foundation whose regular place of work is not in the School's grounds (for example the Almshouses and Free Schools) bearing, clearly displayed, their Foundation ID; governors bearing their Blue Lanyard; a volunteer or self-employed peripatetic for the Foundation who has been through the Foundation's vetting processes; a parent collecting or delivering a pupil; a supplier making a scheduled delivery; someone immediately recognised as one of the above (if in doubt – challenge).

Procedure - All Sites

- Visitors for whom HR confirm all the required vetting checks have been completed (including an enhanced DBS check), by them or the individual's employer, may be issued with a Green Lanyard once their identity has been checked, and need not be accompanied.
- All other visitors must be issued with a Red Lanyard and be accompanied at all times during the School day throughout the School site. Visitors with a Red Lanyard who are not accompanied should be challenged by staff, and be required to be accompanied back to Reception and await the relevant staff member they are visiting to accompany them.

- Visitors wearing a Woodbridge School security lanyard and ID badge who are unaccompanied by a member of staff can expect to be challenged by members of staff, and be required to return, accompanied, to Reception to sign in.
- However, it is accepted that it is unrealistic to require visitors to lunchtime or evening concerts, games fixtures, and theatre performances to sign in. Such visitors will be expected to restrict their presence to the performance venue and outdoor public areas such as the paths, playing fields and car parks and can expect to be challenged elsewhere on the sites. Staff responsible for such events should oversee the management of such visitors to ensure the safeguarding of pupils.
- In the case of a visitor refusing to sign in, the member of staff receiving the rebuttal should inform Reception immediately and make every effort to keep the visitor under surveillance until such time as a senior employee arrives. Reception must immediately contact a member of the Senior Leadership to investigate.
- The Senior member of staff present, should call the police if there is any concern for the safety of the pupils, employees, visitors or fabric of the School.
- A written record, including a description of the intruder, should be passed to the Head/Head of The Prep and Pre-Prep in all cases where a visitor fails to comply with the policies of the School or any reasonable instructions given by its employees.
- Children are encouraged to report visitors in the School without a badge to their teacher.

Additional Procedure – School House (Boarding)

- Boarders must never let any person into the house who is not either a pupil of the School, staff or someone for whom they have been given explicit prior permission from the Head of Boarding or Duty Staff. For example: delivery personnel must be met at the door and told to wait outside for the duty member of staff; likewise guests who say they are there to meet another pupil must also be told to wait outside.
- Boarders who come across adults on the site whom they do not recognise as members of the School community, and about whom they are concerned are not attending a performance or event on the School grounds, should return as soon as possible to School House and report the details to the Duty member of staff. They should not challenge the individual themselves.
- Only those staff employed and fully vetted by the School, and known to the Head of Boarding to be a part of the House team (such as tutors, cleaners, matrons etc) are permitted entry into School House under conditions where they may for any time be unsupervised by the Head of Boarding or his representative.
- Any ancillary, contract or unchecked staff will have had to have signed into the main School reception in compliance with visitor policies, and will therefore have a visitor badge on arrival at School House. Such a visitor will

have been announced in advance and will remain in the company of a member of the School House staff or a member of the School maintenance team throughout their visit. The only exception to the principle of continuous supervision would be for visitors who both:

- have been issued with a Green Lanyard where HR have confirmed all vetting checks have been completed;
 - and are working only in open areas of School House.
- For such visitors (who are to be taken to the area of work, and the boundaries of their access clarified at that time) a protocol of occasional unannounced supervision could be risk assessed to be appropriate on a case by case basis by the supervising Foundation member of staff. Such risk assessment would take account of how well the visitors are known to us, the likely duration of the task, and the closeness of access to children or their belongings – the ongoing risk assessment need not usually be in writing.

Additional Procedure – The Prep and Pre-Prep

- Apart from arrival and departure times, the School gates should be locked in order to aid the security of the School site. On occasions when sports fixtures are being played, the Cumberland Street gates will be opened to allow access for visiting teams and visiting parents. If members of staff see gates open and unlocked at inappropriate times, they should then remedy the situation immediately. At the start of breaks duty members of staff must check the gates are locked and the site is secure.
- Parents and visitors are to sign in on the signing in sheet at formal events within the school building which take place before 3.50pm.

Visitors to School Accommodation

The School recognises that staff who reside in the School's accommodation (and any person authorised to occupy the accommodation with them) may, from time to time, invite visitors to their accommodation as guests. The School has a duty to ensure the safety and promote the welfare of its pupils at all times. The Employee and Occupiers (as defined below) will be responsible for their guests and must make them aware of the fact that they will be subject to the restrictions set out in this policy because they are visiting a school. All visitors must be given a copy of this Policy on their first visit and on an annual basis if they are a repeat visitor.

Definitions

The following definitions shall apply to this policy:

- “Employee” means a person employed or engaged by the School who resides in either on-site accommodation or off-site accommodation.
- “Occupier” means individuals over the age of 16, not on the School roll, who live with an Employee that is residing in the School's accommodation.

- “Guests” means a visitor to the Employee’s accommodation.
- “On-site accommodation” means accommodation that is owned or leased by the School which is within the School’s grounds at The Senior School (including boarding houses).
- “Off-site accommodation” means accommodation that is owned or leased by the School which is not within the School’s grounds at The Senior School or Prep

Purpose

To set out the School’s expectations of all Guests entering the School’s on-site and off-site accommodation, and all Employees and Occupiers are required to ensure that their Guests adhere to its provisions at all times.

It is designed to comply with standards of child protection and safeguarding and the Department for Education National Minimum Standards for Boarding Schools. It aims to ensure that everyone understands what is expected of them and the restrictions and constraints on Guests visiting the School’s accommodation.

The School will assess the risk that is associated with Guests visiting the School’s accommodation. There may be circumstances where visitors to the School’s accommodation fall outside the scope of this policy, for example where visitors are invited to stay in School accommodation by the School rather than by an Employee. These situations will be managed on a case by case basis, with risk assessed as appropriate.

Guests to on-site accommodation (including boarding houses)

All Guests

All guests visiting on-site accommodation must give their full name and car registration to the Head (or member of the SLT in their absence). They will then communicate this to whoever needs to know.

The School reserves the right to request a DBS check if it is deemed necessary.

In the case of boarding houses, Employees or Occupiers must ensure that Guests:

- May only access the area of the boarding house in which the Employee or Occupier resides and are not authorised to be in any other part of the accommodation unsupervised which is designated for pupils (such as in common rooms and dormitories, etc).
- Are escorted by a member of school staff or an Occupier from the entrance of the boarding house to the Employee or Occupier’s accommodation and back again.

In the case of all school property, Employees or Occupiers must ensure that Guests:

- Are asked to wear a visitor’s badge and are escorted by a member of School staff if they visit anywhere in the School apart from the Employee or Occupier’s accommodation.
- Are not left alone in the Employee or Occupier’s accommodation.
- Are kept under sufficient supervision by the Employee or Occupier to prevent them gaining substantial unsupervised access to pupils or the accommodation of boarders.

The boarding house keeps a visitors' book and Employees and Occupiers must ensure that all Guests sign and date it on entry and before departure. The school reserves the right to inspect the visitors' book from time to time.]

Guests must conduct themselves in an appropriate manner at all times and should not cause a nuisance, disturbance or annoyance to any person. The School reserves the right to require a Guest to leave the School site at any time in the event of any instances of inappropriate behaviour.

Regular Guests

Employees and Occupiers should inform the Head in advance of any regular Guests to the School's accommodation (and get their prior written consent).

The School may at its discretion require evidence of a satisfactory DBS check (and barred list where appropriate to do so) and for the Guest to enter into a written agreement with the School which provides guidance on contact with boarders, the standards expected of them and their responsibilities.

Regular Guests should still ensure that that they observe the restrictions that apply to all Guests as set out above (including signing the visitors' book each time that they visit the boarding house/property / enter school site)

Overnight Guests

Employees and Occupiers should notify The Head and get the prior written consent if they intend to have a Guest staying in the School's on-site accommodation overnight.

The School reserves the right to request a DBS check, and where such overnight stays are regular (as determined by the School), the requirement above regarding a written agreement, and barred list check, may apply.

Overnight Guests should sign the visitors' book for the relevant boarding house/property

Refusal to allow Guests

The School reserves the right to refuse to allow any Guest to enter the School grounds including on-site and/or off-site accommodation where he/she is deemed to be unsuitable by the Head /senior leadership team.

Guests to off-site accommodation

Employees and Occupiers should ensure that Guests conduct themselves in an appropriate manner at all times when visiting the School's off-site accommodation and should not allow a Guest to cause a nuisance, disturbance or annoyance to any person or behave in any way while in school accommodation which could affect the reputation of the School.

Employees who have Guests visiting either them or an Occupier will ultimately be held responsible for the conduct of Guests and compliance with this policy.

Failure to comply with this policy

Employees

A failure to comply with the terms of this policy by an Employee or by a Guest for whom the Employee is responsible may result in the Employee being required to vacate the School's accommodation on a temporary or permanent basis. It may also be treated as a disciplinary matter in accordance with the School's Disciplinary Procedure.

Occupiers

A failure to comply with the terms of this policy by an Occupier may result in them being required to vacate the School's accommodation on a temporary or permanent basis.

Guests

The School reserves the right to require any Guest to leave the School's on-site or off-site accommodation at any time.

Points of contact

Any queries in relation to this policy should be raised with The Head or The Head of Operations

Author(s):	Head of Operations
Review frequency:	Annual
Review and ratified date:	Michaelmas 2019; Approved by WBS H & S Committee 25.11.19
Review due by date	Michaelmas 2020 – under review
References:	