

## Oundle School Visitor Control Policy and Procedures

*The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This policy applies solely to Oundle School.*

This policy covers Visitor Protocols for Staff including those relating to Visiting Speakers and Visitors to Boarding Houses. It should be read in conjunction with the following policies in the Staff Handbook:

- Safeguarding Policy
- Oundle School Information for Visitors leaflet
- Prevent Duty Policy

Any use of School facilities by individuals or groups does not allow members of the public (including members of organised groups using School facilities) substantial and unsupervised access to children, or to boarding accommodation while occupied by pupils.

The School has a duty of care to all children and young persons within the School and as such all Staff are expected to be aware of and to follow the visitor procedures below. All Staff are expected to challenge any visitor not wearing a badge.

### Arranging a Visit

The host member of staff should send visitors a copy of the Campus Map and Visitor Information in the [Staff Handbook](#), usually electronically, when making arrangements in advance of their visit. The leaflet is also available on the [School Website](#).

On the day of the visit, all visitors should go to the Bursary, Admissions Office or Brereton Rooms and sign in the Visitors' Book, showing proof of identity. They will be issued with a visitors' leaflet and a visitors' badge which should be worn throughout their visit. The host member of staff must ensure that their visitor is accompanied at all times while on the premises. Visitors are asked to return their visitor's badge to the appropriate office at the end of the visit and sign out. The host member of staff is responsible for ensuring that this happens.

Visitors are recorded on the Intranet (Admin/Visitors) which can be accessed by nominated personnel. Separate arrangements are in place for prospective parents, contractors and other groups where appropriate.

## **Suitability of Visiting Speakers Procedure**

Visiting speakers enrich the education of our pupils and are an important part of our educational provision.

Statutory guidance (*Prevent* 2015) requires schools to ensure that pupils are not at risk of becoming radicalised or encouraged to involve themselves in terrorist activities.

Visiting speakers, whether invited by staff or by the pupils themselves, must be suitable and appropriately supervised.

To ensure that the School fulfils this responsibility, all Staff responsible for bringing in a visiting speaker should adhere to the following protocol:

- Place the Lecture in the Calendar in time for the Calendar Meeting in the previous Term.
- If you have doubts or want to raise a specific lecturer please do so in advance with the Deputy Head Co-Curricular.
- All lectures will be discussed at the Calendar Meeting to determine whether the speaker or the subject matter presents a risk to our pupils of radicalisation or encouraging terrorism.
- If a speaker is booked after the Calendar Meeting the member of staff booking the speaker should email the details to the Deputy Head Co-Curricular.

### **No risk:**

Treat like all other visitors

Sign in, badge and supervise throughout their visit

### **Possible risk:**

Research background (internet search)

Discuss value of visit with relevant member of LT.

If a speaker deemed to be a significant risk, HR should be informed for further checks to be recorded. If the visit takes place, sign in and supervise throughout.

Notes from the Calendar Meeting will be submitted to the HR Department.

## Visitors to Boarding and Day Houses

Boarding and Day House accommodation is reserved for the pupils who are designated to use it, and all Houses are protected by appropriate security to prevent access by unauthorised personnel. All Oundle School Staff are considered authorised for access to Houses, but as a courtesy they should inform House Staff in advance if possible when they need to enter a House for the purposes of their job.

Hsms/Deputy Hsms/Matrons/DTLs should be aware of any visits to their Houses from anyone who is not a member of the School and ensure that visitors are supervised appropriately. Hsms take responsibility for briefing Parents and House Staff on the protocols for parental visits and appropriate safeguards. Pupils should be briefed to ensure that visitors are either escorted to a member of the House Staff or asked to wait outside while a member of staff is informed.

Outside contractors and maintenance/delivery personnel are either DBS checked (if regular visitors); or (if not) should sign in on their arrival at the School and be accompanied by a member of Staff when visiting a House. This is to provide the Staff supervision needed to prevent them gaining unsupervised access to boarders or their accommodation. Other visitors should not be admitted to the building unless supervised by a member of Staff.

## Visitors to Staff Accommodation in or attached to Boarding Houses

Staff resident in Boarding Houses are responsible at all times for the supervision of visitors to their private accommodation. Those over 16 who are not on the School roll but live in Staff private accommodation are expected to supervise their visitors as detailed in a written agreement between themselves and the School.

There are particular rules relating to overnight guests:

- If the visit is one-off and the guests have no unsupervised access to the pupils' accommodation there is no need for a DBS check provided the host can ensure that unsupervised access to pupils' accommodation does not happen.
- If the frequency of visits is greater than three days in a 30-day period staff must contact the Deputy Head to discuss how long they would like their visitors to reside in their accommodation and how often they would be returning to the School. The Deputy Head will review each situation individually, undertake a child protection risk assessment and confirm whether further checks are required for the visitors concerned.

Reviewer	DLW
Post of Reviewer	Deputy Head
Review Date	September 2019
Reviewed and filed with both Schools	September 2019
Next Review (max 3 yrs)	September 2022