



# RENDCOMB COLLEGE

NURSERY • JUNIOR • SENIOR

## Visitor Policy

**(ISI: 8b)**

**Monitoring:**

Deputy Head (Pastoral), DSL, Head JS & Health & Safety Officer

**Reviewed:**

August 2019

**Next Review:**

August 2020

## Visitors

### *Prospective parents*

It is helpful if everyone keeps an eye out for visitors and, if possible and if appropriate, makes him or herself available for a conversation.

Prospective parents should be directed to the Reception Desk where they are signed in, issued a visitor's badge and are welcomed by the Admissions' Registrar who will either take the visitor to an appointment with the Headmaster or the Head of Juniors or introduce them to a Sixth Form guide.

Prospective parents are encouraged to go into classes; they often like to meet members of staff during the tour so if possible staff are encouraged to break from their teaching to talk with the visitors. Otherwise, please carry on as normal. Prospective parents may then be taken around a specific House, as appropriate.

### Current Parents

Parents of pupils can only visit the Medical Centre or Uniform shop without an escort. In this case, they must sign in at Reception who will contact Medical Centre and/or Uniform Shop to confirm before letting the parent proceed. If the parent is visiting the Medical Centre to pick up a child and sister is not available alternative arrangements will have been communicated to the parent prior to the visit.

### Junior School

Parents of pupils in the Junior School are allowed to enter the teaching areas to drop off their children before 9am. Parents are also able to wait for their children in the allocated areas: the Parents' Waiting Room and the Nursery Courtyard, at the end of the day from 3pm. In between 9am and 3pm, Junior Parents must enter the school via the Junior School office or Reception and ask to speak to the Junior School Secretary, who will deal with any concerns (or forgotten items) or, if essential, will escort a parent to a classroom. If a child is to be picked up early, the teaching staff and the Junior School secretary will organise for the child to arrive in time at the Junior School office or Main Reception, where the parent can collect their child. Exception to this is collection from the Nursery at lunch time, but parents will enter and leave via the JS door next to the JS office. Parents visiting staff in the main building must sign in and be escorted by the member of staff.

Outside normal school hours, meetings should only take place in the Main Building and staff in the Junior School should inform the JS Head, or in their absence another member of SLT.

### Senior School

Parents of pupils in the Senior School meeting a member of staff during the school day must sign in at Reception. Any member of staff arranging a meeting with a parent should ideally arrange for this to take place in the Main Building. Parents visiting staff in the main building must sign in and be escorted by the member of staff. If the meeting is due to take place in Stable Block during the school day then the member of staff should email Reception to inform them.

Outside normal school hours, unless it is with Housestaff, meetings should only take place in the Main Building and staff in the Senior School should inform the Deputy Head Pastoral, or in their absence another member of SLT.

### *Other visitors*

All visitors, other than Governors (who have their own ID badges) and Parents, will be required to sign in with the Reception Desk and wear a visitor's badge.

Members of the Public visiting the College, on official business (including those visiting the gym during school hours), or at the request of a member of staff, must follow the procedure outlined below.

- Report immediately on arrival to the Reception Desk;
- Here, they will sign in and be issued with a Visitors Badge for the day that they must keep with them at all times;
- Visitors will normally be met by their host on arrival or following telephone contact and then escorted to their destination;
- Visitors will not be allowed unsupervised access to pupils unless they have appropriate DBS clearance which will have been checked prior to their visit. If they are a regular visitor then the school will keep a record of the DBS;
- Visitors must return their identity tag and sign out at the Reception Desk before leaving. If this is out of normal school hours then the member of staff who has invited them must collect the Visitors Badge and put it in the green post box outside the Main Building. Reception will then collect the badge the following morning.
- Those visiting the gym out of school hours (post 6pm weekday, post Midday on Saturday and all day Sunday) should not enter the main campus, but park at the gym and sign in immediately with the gym manager. They should sign out on departure and leave via the main drive.

### *Match teas and other Social events*

Parents of visiting teams and staff should only have access to the appropriate areas on the ground floor in the Main Building or in the Pavilion. If they need to visit the Medical Centre as one of their children is being seen by the Sister then they should be escorted by a member of staff to the MC and back down.

Social events which involve adults as well as pupils should be discussed with the appropriate member of the monitoring team to ensure all necessary safeguards are in place.

### *The Griffin Centre – use and hiring during term time*

This is a teaching space first and foremost during term time so any use must respect this. If it is a joint occasion such as a play or musical performance then staff in charge are expected to take appropriate precautions to ensure pupils are safeguarded. Normally it would be reasonably clear who was attending as tickets are usually bought in advance and the adults are often staff, parents and/or family members of the cast or performers. Any other adults attending will invariably be in a

public space and any staff who have concerns should raise it with those in charge of the evening and take appropriate action by reporting to the relevant staff.

Hiring of the Griffin Centre during term time needs to be discussed with the teachers using this space, to ensure that the arrangements provide the minimum opportunity of contact between the pupils and adults attending the event. Once this discussion has taken place final arrangements should be approved at least by Deputy Head Pastoral and if it effects the JS then the Head of the JS.

#### *Hiring of other facilities during term time*

With hiring of any school facilities during term time the person in charge of the group hiring should have a DBS and must be made aware that they are responsible for the movement of adults who attend the event and ensure that they keep to the agreed areas. Under no circumstances should these adults be allowed access to boarding houses or any other area within school which could provide them with unsupervised contact with pupils.

#### *Visitor access for Boarding Houses*

A Houseparent should have confidence in a system that ensures, as far as practicable, that pupils are safe in the House.

It should not be possible for any visitor to enter a Boarding House without appropriate permission, and supervision.

The door code(s) should be known to pupils, House Staff and other permanent staff and they will be changed at regular intervals, as advised by the Estates Manager and at least termly. The door code(s) should not be relayed to others beyond the House community. If it is suspected that the codes have become more widely known, the Estates Manager should be informed and they should be changed.

#### *Staff*

##### (a) Permanent Staff

Permanent members may, from time to time and in the course of their normal duties, need to have access to Boarding Houses. They will therefore have access to House Codes. Immediately upon entering, they should make their presence known to the supervising adult on duty. Ideally, prior notification should be given although to undertake routine and emergency work this may not always be possible.

##### (b) Contractors:

Contractors who regularly visit the school will have a DBS which the school will have a copy of, but if not they will be escorted at all times. Contractors will be required to obtain a visitor badge from Reception prior to entering any House and this should be displayed at all times. Any visit to a Boarding House by a contractor will have been agreed, via Reception/Works Department, with Housestaff prior to the visit. During term time this visit will, whenever possible, take place when pupils are in lessons to cause minimum disruption and reduce the opportunity of contact with pupils. If it is outside term time Housestaff will have been informed of the visit from Reception/Works department via email unless it is an emergency. Contractors are expected to leave the House secure once they have finished the work.

### *Parents and Guardians*

Parents/Guardians are, of course, welcome to visit boarders but the Houseparent and/or housestaff on duty should be contacted prior to the visit and an appropriate time agreed to minimise the disruption to academic work. Visits are not allowed after Lights Out unless there is a clear welfare issue which needs urgent attention. Apart from the beginning and end of term/half term parents/guardians will not be allowed free access to boarding rooms in order to respect to other pupils' privacy. If a parent/guardian is visiting their child an appropriate room on the ground floor of the Boarding House will be used for their privacy. If the pupil is not downstairs to meet their parent the duty member of staff will arrange for the pupil to be informed of their arrival. Only in exceptional circumstances, such as welfare or health of their child, will a parent be allowed to visit their child's room during the normal term time and in these circumstances, other pupils will be informed prior to this occurring and the parents will be escorted to and from their child's room.

### *Parents' or pupils' extended family, nominees and guests*

Visitors are welcome, but permission for visits should always be cleared with the Houseparents as per the guidelines set out for parents. The timing of such visits should only occur outside the normal school day and visitors would only be allowed access to social areas on the ground floor as agreed by the Housestaff on duty. They are expected to report to/be admitted by the duty member of House Staff and also inform them when they leave.

*Open Days and House functions, Founder's Day, leaves, starts and ends of Terms, Concerts, Plays etc.*

The House is necessarily open to all visitors on these days. House Staff will be particularly vigilant and may seek clarification of the status of a visitor. Visitors are welcome in the House, but there will be restricted access to the pupils' rooms and passages as made clear by the Houseparents.

### *Key points to be made clear to pupils by Houseparents*

- Do not allow access to anyone not of the House community;
- Direct all enquiries to the member of Staff on Duty. This also applies to parents;
- Challenge (politely) any suspicious visitor;
- Report, immediately, to the Houseparent or other adult if you suspect a problem.

### **Hosting Speakers on School Premises – This falls under the School's Prevent Duty & Safeguarding**

Through hosting external speakers, Rendcomb provides a safe environment for students to engage with a variety of issues and hear and debate different perspectives. Staff have a responsibility to ensure that the people they invite to speak are suitable and that all safeguarding procedures are followed. When inviting speakers, staff are reminded of the following :

- Keeping children safe in education is statutory guidance that all schools must have regard to when carrying out their duties to safeguard and promote the welfare of children. When

inviting speakers, staff should be conscious of the safeguarding requirements in the guidance.

- The statutory guidance on the Prevent duty makes clear that as part of their safeguarding policies, schools should 'set out clear protocols for ensuring that any visiting speakers--whether invited by staff or pupils themselves are suitable and appropriately supervised'.
- The Department for Education has issued advice to independent schools on improving the spiritual, moral, social and cultural (SMSC) development of pupils which states that: 'schools should consider 'vetting' visiting speakers if they may hold views which are inconsistent with the requirements of any part of the SMSC standard, and if still used ensure that the content of their presentation is agreed beforehand'.
- All schools are subject to requirements to forbid political indoctrination and secure a balanced treatment of political issues. This extends to extra--curricular activities which are provided or organised for registered pupils at the school by or on behalf of the school.
- Schools which are charities should have regard to guidance from the Charity Commission, which includes some examples of steps that trustees can take to help them manage the risk around hosting speakers. Other schools may find it helpful to refer to these general principles.
- Teaching misconduct guidance states that staff are 'likely to face prohibition if they deliberately allow exposure of pupils to such actions that undermine fundamental British values including promoting political or religious extremism by inviting individuals to speak in schools'.

#### Practical Guidance:

When hosting a speaker (either during or outside of school hours), staff should carry out the following research before agreeing to host:

- The topic of the event (including the purpose of the speaker's visit and the appropriateness for the audience). You should also consider whether there is potential for speakers to use language that could stir up hatred or incite violence.
- The speaker's reputation and who may be prompted to attend, particularly if they have a reputation for causing disruption at venues.
- Any risks to the school's reputation and ethos.
- Fill out the 'Guest Speaker Checklist' and send to the safeguarding email so they can carry out checks on internet search engines and across social media sites. When carrying out internet searches, safeguarding adopts the good practice to look beyond the first page of results. This form will be returned to staff once the checks have been made and signed off.
- No guest speaker should be allowed to address pupils if this form has not be filled out and signed off.



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## GUEST SPEAKER CHECKLIST PRIOR TO ARRIVAL

Guest Speaker		Date of Event:
Name of Organiser		Venue of Event:
Event Title and Aim/Purpose		
Name and Address of organisation, if known.		
Will the speaker be left on their own with the pupils? If yes, Risk Assessment will be needed and/or DBS	NO	YES Staff in charge of Risk Assessment and information on DBS check.
Name of Teacher/s present at Event, please identify who is responsible for meeting the guest speaker:		
Checks made on speaker/organisation:		
Approval of speaker to be signed off by DSL or DDSL:		