

CHRIST'S HOSPITAL

ACCESS, SECURITY AND VISITORS POLICY

Introduction

1. Christ's Hospital (CH) encourages parents and other people to visit the School's premises and believes that there are many potential benefits from interaction with the public. At the same time, the School has a responsibility to protect the safety and welfare of its pupils and staff, avoiding disruption to the educational process and protecting the School's facilities and equipment from misuse or vandalism.

A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to the School site and buildings. Achieving the desired balance will lead to increased external visitor involvement, a better understanding of how the School operates and the challenges facing the School, and an increased sense of collaboration and cooperation between the community and the School.

2. The Head Teacher has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Head Teacher considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.
3. School personnel shall seek to ensure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, School and community.

The School's [Child Protection and Safeguarding Policy](#) and [Contractor's Policy](#) must be read conjunctively.

Entrances

4. Christ's Hospital is in a rural location and has a boundary in excess of 2.5 km. There are six access points from the public highway and a number of public rights of way pass through or run adjacent to the School grounds.
 - i. East Gate is locked and is used on ceremonial occasions only. There is a pedestrian gate accessible via a coded keypad lock. It is monitored by CCTV.
 - ii. Stammerham Gate is controlled with electric gates, monitored by CCTV and has no pedestrian access.
 - iii. The Main Entrance is controlled with an electric gate, offers pedestrian access and remains open during business hours. It is monitored by CCTV. The drive leads cars to the Security/Reception facility adjacent to the West (Visitors') Car Park, which is also monitored by CCTV.
 - iv. North Gate is normally closed to traffic but has a pedestrian access controlled by a coded keypad lock, which gives staff and pupils direct access into the School while visitors are diverted to Security/Reception. It is monitored by CCTV.
 - v. West Gate is controlled with an electric gate with pedestrian access controlled by a coded keypad lock. It is monitored by CCTV.
 - vi. Whapplegate is on a public bridleway and cannot be controlled.

5. All gates have signs declaring the site PRIVATE and prohibiting unauthorised access. Such signs are repeated at each point where the public Rights of Way intersect with routes dedicated to the School.
6. Unless vehicles are authorised (displaying a vehicle registration sticker to this effect) vehicles entering the grounds are directed to stop at Security/Reception.
7. Paths leading from the Sports Centre toward the School buildings are controlled by pedestrian gates fitted with a code lock. This code is regularly changed.

Strategy

8. The School's aim in relation to safeguarding children and controlling access to the site is designed to channel most visitors, whether pedestrians or in vehicles, to Security where they can be briefed in relation to safeguarding requirements, badged and directed to the correct venue to meet the appropriate CH staff who will be waiting to receive them. The School acknowledges that, given the open nature of the site which also contains many staff residences, it cannot hope to seal off the site entirely, but all reasonable measures have been taken at entrance points to brief those seeking to gain access, and to direct them to Reception/Security.
9. Within the site, access to individual buildings is controlled either by means of a key fob pass system (boarding houses, the Common Room), keypad entry control (some other academic buildings), staffed entry points (Bluecoat Sports Centre) or by locking buildings when not in use. With the exception of boarding houses and BCS Changing Rooms, which are strictly controlled, access to other areas is dependent upon individual members of staff either closing or locking doors and constant vigilance. Thus security within the site is managed at three levels:
 - Level 1 – 'Private' areas, such as boarding house bedrooms and washrooms and BCS changing rooms, where there must be no visitor access when pupils are present.
 - Level 2 – Level 1 areas when no pupils are present and academic areas where pupils may be present, such as classrooms or the library, where visitors may be present accompanied by a member of staff or appointed guide.
 - Level 3 – 'Public' areas such as the Avenue, Quads, Big School, Theatre or playing fields, where visitors may be present unaccompanied for a specific purpose, such as to watch Band Parade, sports fixtures or attend concerts, plays etc.
10. The nature of this site is such that it is impossible to secure it completely. However, every effort is made by staff to ensure that visitors follow the appropriate policies and are issued with, and display, badges where applicable.

General requirements for visitors

See Annex E for Visitor Guidance Grid

11. The following requirements apply to visitors:
 - A visitor is defined as any adult person (over the age of 18) seeking to enter the School premises who is not a pupil, employee of the School or an immediate family member of resident staff.
 - Whenever possible, visitors should seek agreement for their visit in advance.
 - Visits may be prohibited at certain times, for example when important examinations or other assessments are being conducted or, as in 2020, when the School is taking steps to prevent the transmission of a virus during a public health crisis.

- All visitors must comply at all times with the School's policies, administrative rules and regulations; a brief summary of which will be provided when registering at Reception/Security (see Annex A).
- Visitors must not have unsupervised access to pupils.

Registration

12. All visitors are required to sign in at Reception with the security team and will receive a badge on arrival, other than short term social visitors to residents and service providers making a 'drop off' who should contact security on arrival either directly or via a gate intercom. Visitors to events/sports fixtures are also exempt. With the exception of these exemptions the following shall apply:
 - Where possible expected visitors should be pre-booked using the online booking system to facilitate the signing in process.
 - Notices shall be displayed indicating that all visitors are required to register with the security team and obtain a badge.
 - Visitors are to report to Reception/Security when arriving or leaving the premises.
 - Visitors are provided with a statement of commitment to safeguarding prior to being issued with a badge.
 - All visitors shall be asked to display a CH Visitor's badge, or other approved identification, when on School premises.
 - If a visitor's car is not in a car park, they will be asked to move it into a car park before entering the School.

Badges

13. All staff wear a badge when on duty between the hours of 6.30am and 7.00pm Monday to Saturday, which includes a photograph as well as their name and post in the organisation.
14. In most cases visitors will be issued with a non-photo visitor badge when signing in on arrival at Security. They will then be directed to their destination as appropriate and asked to hand in their badge when they depart. Contractors may have a photo badge issued using the online booking system. Visitor badges indicate that visitors have been signed in and who is taking responsibility as host for their visit to site. This makes it easier to identify strangers to the site and provides a sound basis from which to challenge anyone not displaying a badge.
15. On occasions when it is not practical to issue individual badges because of numbers attending then a sticky label will be issued at a registration point by the event organisers to identify the individual and the date and event they are attending. The exception to this will be very large scale events such as major concerts, theatre performances and Parents' Day where this is not practical when literature will advise visitors of access restrictions in advance.

Visitors to School events

16. Many of us organise events of all types at CH which bring outside visitors onto the site in term time. This is not something we wish to curtail as these events hold great value in many ways. However, such events do raise issues in relation to the child protection and safeguarding regulations and we have to respond to these accordingly.
17. Ideally any advertising literature should highlight that CH is subject to safeguarding regulations and inform visitors that they are expected to adhere to our rules. Advice should be given that those attending events need to report to Reception/Security on arrival and should proceed directly to the appropriate venue. At no point should they enter

boarding houses or academic buildings unless supervised by a CH member of staff. Where tickets are issued in advance (e.g. CH Art or Theatres events) the tickets should contain a safeguarding statement and advice that visitors should proceed directly to the venue on arrival.

18. In relation to access, security within the site is graded into three access areas. Levels 1 and 2 are 'out of bounds' to visitors attending events unless supervised by CH staff.
19. Organisers should ensure that Security and duty SLT are advised in advance of any events which bring visitors onto the school site.
20. For smaller events (e.g. 10 visitors or fewer) non photo visitor badges should be collected on arrival from Security before proceeding to the registration venue.
21. For larger events, Security should be advised of timings, a registration venue and contact details for the organiser so they can direct visitors on arrival. CH stickers displaying the name of the event should be issued by the organisers at the registration venue and these stickers should be displayed whilst on site.
22. The exceptions to this are large theatre, music or arts events such as the Angus Ross Concert where tickets are issued in advance and visitors have been advised to proceed directly to the venue and not to wander the site.
23. In the case of regular repeat events, such as Tuesday Lunchtime Concerts, regular attendees can be issued with a permanent badge which they display for that event. They must be advised that on arrival they should proceed directly to the event venue. Other ad-hoc attendees will be given a sticker label on arrival at the event venue, which they must display whilst on site, and advised not to wander the site.
24. Visitors to regular sports fixtures do not need to be issued with stickers, but access as per the above applies with the exception of attendance at post match teas in the Dining Hall.

Boarding Houses: start/end of term

25. At the start of each term and leave period, parents are allowed free access to the site. The boarding houses have house parents and tutors on hand to monitor the arrival and departure of the pupils.

Visitors to classrooms and other academic areas

26. Visitors may only enter classrooms or other academic areas, such as the Library, if accompanied by a member of staff or a nominated guide.

Visitors to boarding houses and staff accommodation with a direct link to a boarding house or the Medical Centre

27. Access to boarding houses must be strictly controlled as this is not only the pupils' home but also areas where they may be changing or sleeping. No visitor is permitted to enter a boarding house, or, during term time, staff accommodation that has a direct link to a boarding house, unless they are accompanied by a member of staff. Parents may enter the houses at the beginning or end of term and/or when delivering /collecting pupils and their belongings. Ordinarily, parents should only go into the bedroom corridors with their children on the first and last day of term, when all the pupils are arriving or leaving. House staff may allow a parent into a bedroom corridor at other times, in exceptional circumstances, but will, in these instances, accompany them.

All regular visitors to staff accommodation with a direct link to a boarding house must undergo an enhanced DBS check if:

- they visit once a week or more frequently, or
- they visit four days or more in any thirty day period, or
- if they stay overnight. If a guest is on site for any overnight stay, even for a single night, and, due to the late notification or late planning of the visit, it is not possible to obtain a DBS check beforehand, the resident adult will ensure a risk assessment is completed by the Deputy Head before permission for the guest to stay is granted. Where possible, combine the risk assessment with a List 99 check that can in most cases be undertaken by HR instantly on completion of an application form.

Resident family members and visitors to staff residential properties without a direct link to a boarding house

28. In view of the number of residential properties within the School boundary it is inevitable that visitors may consist of family or friends of staff, who may remain either for the day, overnight or for longer periods. The responsibility for such visitors rests with the hosting member of staff.
29. All adult resident family members must undergo an enhanced DBS check if they live in staff accommodation for more than four weeks in a twelve month period. They must also sign the Adult Resident Agreement (see Annex B) and return this to HR.
30. All regular visitors to site must undergo an enhanced DBS check if:
 - they visit once a week or more frequently, or
 - they visit four days or more in any thirty day period.

Responsibilities of resident staff in briefing adult members of their households, guests and visitors

31. Resident staff are responsible for ensuring that adult members of their households are briefed on key safeguarding issues:
 - a. All vehicles belonging to a resident household must display a CH sticker – obtained from the Security department.
 - b. Adult residents who are not employees are not required to wear an ID badge but should expect to be challenged as to their identity if they are moving around the site.
 - c. It is essential that all resident staff ensure that spouses, partners, other adult household members, guests and other visitors are aware of the need to observe the School's safeguarding requirements and understand the relevant arrangements for access to School premises and interaction with pupils.

In brief:

- All guests and visitors must be told that they should not have unsupervised access to pupils whilst on site at any time.
- No guests or visitors should have unaccompanied access to boarding houses or other School buildings at any time (e.g. teaching blocks, Library, Dining Hall, Music School, Common Room, Theatre/Big School/Chapel unless for a scheduled public performance or service).
- Guests and/or visitors who are making a brief visit (e.g. to drop children off) should check in with Security either personally or via the gate intercom to explain their presence and the reason for their visit. They should then proceed directly to the relevant staff residence. Any guests or visitors who are on site for a longer period must obtain a visitor's badge from Security on arrival and should display the badge when on the site.

- Service providers to residents (e.g. gardeners/ window cleaners) must be told in advance by the resident member of staff to report to Security on arrival to collect a visitor's badge. Ideally the resident member of staff or a member of their household should be in situ and contactable to supervise, but it is recognised that this is not always possible. The service provider will also be asked to read the CH safeguarding statement which highlights that they must not have any unsupervised access to pupils or enter any School buildings, especially boarding houses. They will be instructed to go directly to the residence where they have work to carry out and to check out in person with Security when they depart.
- Deliveries to staff should be directed to check in at Security or via one of the gate intercoms. Where possible Security should be informed in advance if a delivery is expected and given a contact number for the resident member of staff or a member of their household who can then supervise or sign for the delivery. If this is not possible the delivery will be directed to the Central Stores if practical or will be asked to return at a time when the resident staff member can oversee or sign for the delivery if the item cannot be left at the Central Stores. The exception to this relates to 'drop off' deliveries (e.g. Tesco home deliveries of groceries etc) where the service provider should check in with Security directly or via a gate intercom, state their contact/destination and will then make their delivery and leave the site immediately.

Visits by non-CH pupils

32. All requirements for visitors apply to non-CH pupils, with additional considerations to be applied at the discretion of the Head Teacher. Under most circumstances, pupil visitors are discouraged during the 'pupil day' unless accompanied by a parent. No pupil who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the School without specific permission from the Head Teacher.

Visits by former pupils (Old Blues)

33. Visits by former pupils are to be managed in the same way as for any other visitor, unless they are collecting or dropping off younger siblings who are pupils at the School.
34. Former pupils who have been expelled from the School are not allowed on site without permission from a Deputy Head.

Contractors

35. There are a number of appointed contractors who provide services to Christ's Hospital covering a wide range of activities. Guidance on the management of contractors is contained in a separate Contractors Policy.

Service providers to the School

36. 'Service provider' is a generic term to cover a wide range of situations where people need to enter the site, either to deliver goods or to provide a service to the community. Some of these service providers will have been DBS checked by their employer, however, others will not. A risk assessment covering these categories of visitor is in Annex D.
37. Service providers whose business on site is 'drop off' will need to register their arrival with Security or via a gate intercom. They will be directed to the relevant place to make their delivery and will be asked to leave the site immediately on completion of their task. Such 'drop off' service providers will not require a badge.

Parent, carer or guardian visit to a pupil

36. A parent, carer or guardian visiting a pupil, other than when collecting at a published term break, should contact the houseparent in advance to seek permission and to advise on timing and on the reason for the visit.
- Upon arrival, they should check in at Security who should be advised of their arrival by the houseparent in advance whenever possible.
 - At the boarding house the visitor should check in with the duty member of staff or the matron, remain in the downstairs social area and not enter the sleeping areas (except at the beginning and end of term to deposit or collect luggage) and be accompanied by the pupil they are visiting throughout.
 - If a parent arrives without prior notification, Security should contact the houseparent or matron before allowing the parent to go to the boarding house. If the purpose of the visit is simply to drop off belongings, these should be left at Security for collection by the pupil.

Donation Governor visit to a pupil

37. As detailed in the School's 'Guide for Donation Governors', Donation Governors must inform the houseparent of any plan to visit their presentee at School. The Development Office should also be informed, and will book the Donation Governor in with Security. Donation Governors must sign in at Security, wear a visitor badge and conduct their visit in a public area of the School, such as the Quad or Hertford Centre.

Pupil responsibilities

38. It is vital that pupils are reminded on a regular basis of the following:
- Maintain perimeter security of every boarding house by ensuring that all outer doors remain closed and access is only possible by fob.
 - Never admit anyone they do not know into a boarding house.
 - If someone claims to be a parent, relation or friend of a pupil, the duty member of staff or the matron should be contacted first and then the pupil being visited.
 - If anyone is worried about the actions of a visitor on site or is approached in an inappropriate way, they should contact a member of staff immediately.
 - For their own safety pupils should not be out alone beyond the designated lit areas after dusk, nor should they go outside the perimeter fence for any reason without permission; pupils should also not leave their boarding house before 6.30 am or after their curfew time.

Serious security issues

38. Sadly, we live in a time of terrorist activity and threats to the peaceful and ordered way in which we live. The School takes all reasonable steps to ensure the safety of the pupils, staff and all who live in the Christ's Hospital community. Unknown visitors are politely challenged as to their business and escorted to Security if necessary.
- During whole School Chapel services and Head Teacher's assemblies in Big School and Chapel, the School Marshal is, whenever possible, posted outside to provide localised security. His role, in an emergency, is to contact Security and the applicable emergency services immediately, rather than try to tackle the threat.
 - The School has a Lockdown and Lock-in Policy that can be implemented by the Head Teacher/Deputy Heads if thought necessary.
39. A summary table of how to deal with any category of visitor is within Annex E.

Author: RMJB

Date of last review: October 2020

Date of next review: October 2021

Annexes:

- A. Written information provided to visitors and contractors at Security / Reception
- B. Agreement for resident adults living in School accommodation
- C. Additional information
- D. Visitor Policy – Service Providers Risk Assessment
- E. Visitor Policy – Guidance Grid

Written information provided to visitors and contractors at Security / Reception

YOUR SAFETY AND WELLBEING ARE IMPORTANT TO US, SO PLEASE OBSERVE THE FOLLOWING WHILST ON THE PREMISES AND RETURN YOUR PASS AT THE END OF YOUR VISIT.

HEALTH & SAFETY

All visitors are subject to the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Company regulations whilst on the premises.

ACCIDENTS

In the unfortunate event that an accident, incident, illness or near miss should occur whilst you are on the premises, please report it to your host/Reception so that we can offer appropriate assistance.

CONTRACTORS

Please refer to the safety guidelines printed on the inside of the pass.

FIRE/EMERGENCY

In the event of emergency evacuation, please leave the building by the nearest exit and report to your host or Fire Marshall at the designated assembly point. Please remain with your host at all times, providing it is safe to do so. Do not re-enter the building until you are specifically advised that it is safe to do so.

PLEASE OBSERVE OUR NO SMOKING POLICY

SECURITY & DATA PROTECTION

Please be advised that, in the event of electronic photo and signature capture being carried out in the issue of a pass, your personal data will be held in the visitor system for reasons of security, health and safety. All data is held confidentially and is password protected. Please note that these premises are also covered by CCTV. In the case of any queries, please contact your host or Security.

SAFEGUARDING

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share in this commitment. No unauthorised or unsupervised access to boarding houses is permitted. Visitors, including parents and Old Blues are welcome, provided they have checked in with Security and received badges, and should go directly to the appropriate venue to meet with their CH host who will escort them. If visiting to observe Band Parade, they will be directed to the Quad and asked not to roam the site or seek to access School buildings unless accompanied by a CH member of staff.

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTOOD THE GUIDELINES FOR SAFETY AND SAFEGUARDING.

AGREEMENT FOR RESIDENT ADULTS LIVING IN SCHOOL ACCOMMODATION

Background

This agreement, which is between (“the Resident”) and Christ’s Hospital School (“the School”), is pursuant to section 14.3 of the National Minimum Standards for Boarding Schools.

Scope

This document covers any person aged over 16 years not employed by the School but living on school premises.

The Resident occupies accommodation at the School by virtue of their relationship with (the employee) who has been granted a Licence to Occupy accommodation for the performance of his/her duties.

**School Accommodation
Address: (Please state)**

Agreement

The Resident hereby agrees as follows:

1. That s/he is aware of and will comply with the School’s Child Protection Policy as far as it governs his/her contact with pupils of the School. This means:
 - You cannot enter under any circumstances a pupils’ dormitory area on your own; if there is an emergency of any kind you must be accompanied by a member of staff of the appropriate sex.
 - You cannot enter under any circumstances the pupils’ bathing area.
 - You should avoid all contact with the pupils which in any way puts you in a potentially compromising position (e.g. being in a common room area on your own with a pupil/s).
 - Exercise discretion in any contact you have with the pupils.
 - Ensure that any friends you have visiting are closely supervised at all times and do not enter any part of the boarding house accommodation (including the kitchen and common room areas) under any circumstances at any time.
2. That s/he will ensure that all guests who may be invited or allowed by him/her onto the School premises are supervised and accompanied at all times and that s/he will not allow any guests unsupervised access to school pupils.
3. That s/he will ensure that all persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
4. For those living in Boarding Houses, where access to accommodation is through the Boarding Houses, s/he will ensure that, if the guest is considered regular, the guest must undergo a DBS check. A guest is considered as regular if:
 - they visit once a week or more frequently, or

- they visit four days or more in any thirty day period, or
- if they stay overnight.

If a guest is here for any overnight stay, even for a single night, and, due to the late notification or late planning of the visit, it is not possible to obtain a DBS check beforehand, the Resident Adult will ensure a risk assessment is completed by the Assistant Head Pastoral before permission for the guest to stay is granted.

5. That s/he will notify a Deputy Head¹ at the School if at any time s/he is charged with or convicted of a criminal offence;
6. That s/he is aware that this right of residency may be terminated at any time if there is evidence or a reasonable belief that s/he is unsuitable to have regular contact with children, or should his/her behaviour be incompatible with living in a school community with young children.

Nothing in this agreement shall create the relationship of landlord and tenant or licensor and occupier between the parties.

SIGNED on behalf of Christ's Hospital

Dated

.....

.....

SIGNED by the said Resident

Dated

.....

.....

¹ The Deputy Head receiving the notification must not be a partner, spouse or family member.

ADDITIONAL INFORMATION

Regular visitors:

Regular visitors who have had the necessary safeguarding checks carried out and who attend site will not need to be signed in at security on each visit, provided security are aware of their visiting pattern, e.g. CTS staff attending 1 day a week.

Sports Centre

Those individuals who visit the Sports Centre are not required to have any checks but it is the responsibility of BCS to ensure that members are made aware that they should park in the designated car parks and should not enter the central part of the School site without an official invitation.

Theatre

This is more difficult as the theatre is clearly at the centre of the School site. Box Office tickets should be sold, as far as possible, via distance marketing rather than purchase and collection on-site thereby obviating the need for individuals to come and collect their tickets prior to performances. Those attending performances should be made aware via marketing and other means that they are expected to enter the site via a particular route and park in the designated car parks. They should be reminded that they should not deviate from the usual routes to the theatre and should not enter the central part of the School site without an official business invitation.

Music

Music department – private lessons at CH by Visiting Music Teacher (VMT) – a small number of such lessons do occur. A list of these lessons/ who they involve and the timings should be collated by the Music Department and passed to Security. The parents/guardians of the external pupils should receive a letter stating the following: they must proceed to the Music School via the West Gate and inform Security of their arrival via the intercom. They should then proceed to the Theatre car park and meet the VMT at the entrance to the Music School. The parent/guardian may either wait in their car or in the practice room with their child and the VMT. They must not enter any buildings or roam the site unaccompanied.

Uninvited visitors

All staff have a responsibility to be vigilant and enquire of those they do not recognise the nature of their business on site. Where staff have any concerns they should advise Security immediately so that appropriate action can be taken.

All business visitors to site should have reported in to Security on arrival. They will have been issued with a visitor's badge and should be wearing it in a prominent position.

If you see someone you do not know and who does not appear to have a visitor's badge displayed, it is your duty to politely ask the individual to identify themselves and to state their business. If they appear to have a legitimate reason to be on site, they must be directed to Security to register and obtain a visitor's badge. If they do not appear to have a legitimate reason to be on site, they must be directed to leave site or return to a public footpath. Report the encounter to and/or seek assistance from Security if necessary.

VISITOR POLICY – SERVICE PROVIDERS RISK ASSESSMENT

	Hazard?	Who is at risk?	What is the Risk?	Risk Evaluation: Likelihood X Severity	Current Control Measure?	Follow up Action Required?
1	Postman	Pupils	Unsupervised postman could come into contact with children.	L	<p>Option 1: Ensure all postmen which come to site have necessary checks. (How feasible is this?)</p> <p>Option 2: All post to be delivered to designated point and then internal staff to distribute or people come to pick up (Cost implication and affects people leading a normal life?)</p> <p>Option 3: Chaperone the post man (Costly)</p> <p>Option 4: Give specific times for the postman to arrive to site which coincides with lesson times. Sign the post man in at security, give them a timeframe to stick to which means that they only have enough time to deliver the letters and check that he is signed out. (How feasible is this? Could there be any pupils wandering around?)</p>	Confirmation has been received from the Post Office that all employees are DBS checked at the Standard Level as part of their recruitment process (Telecon: Bursar/Post Office Recruitment of 16 Jul 10). The postman collects and delivers post to specific areas on a regular basis but has no opportunity for substantial access to pupils. No control measures are considered necessary.
2	Dustman - Council and/or contractor	Pupils	Dustman attending site to empty rubbish bins	L	<p>Option 1: Ensure all dustmen which come to site have necessary checks.</p> <p>Option 3: Chaperone the dustmen (Costly)</p> <p>Option 4: Give specific times for the dustmen to arrive to site which coincides with lesson times. Sign the men in at security, give them a timeframe to stick to which means that they only have enough time to empty bins and check that he is signed out. (How feasible is this? Could there be any pupils around?)</p>	Dustmen arrive in teams with a vehicle and work as a team. The possibility of substantial and unrestricted access to pupils is therefore limited. No control measures are considered necessary.
3	BT Engineer	Pupils	BT engineers enter site ad hoc – enter boarding houses and residential accommodation.	L	<p>Option 1 No access to boarding without supervision. Appointments must be made to enter any residential areas.</p> <p>Access to cabling allowed – signed in at security and area that they are working segregated from pupils.</p>	Confirmation has been received from BT that their engineers are DBS checked at the Standard Level as part of their recruitment process. Attendance to any area except boarding houses can be

			Risk of unsupervised access to children.		Option 2 Ensure all BT staff have necessary checks and then can come to site ad hoc to work without supervision. (Not sure if BT can work like this)	granted by appointment. During term time BT engineers must visit by appointment and be escorted when visiting boarding houses
4	Resident contracted Service e.g. Window Cleaner, gardener.	Pupils	Individuals allowed onto site and working in close proximity to pupils. Unchecked and risk of unsupervised access to children.	L	<p>Option 1 CH pays for all houses to be maintained through in house staff or contracted service companies who have sufficient checks (Considerable financial outlay)</p> <p>Option 2 CH asks residents to pay a contribution for gardening and window cleaning similar to a maintenance charge which exists in leasehold properties. (Could be written into lease agreements – they would be spending this money anyway).</p> <p>Option 3 All resident called services must be checked prior to coming on site (impractical). Signed in and out at security.</p> <p>Option 4 Signed in and out at security. Residents to collect and must supervise service provider for the entire duration of the work (Cheapest alternative to CH but difficult to ensure complete – open to abuse)</p>	Contracting member of staff must ensure that service provider checks in at security, is badged and directed to the resident's property. Service provider must return badge to security on departure.
5	Deliveries other than postal e.g. courier, food deliveries etc	Pupils	Individuals allowed onto site at ad hoc times in close proximity to pupils. Unchecked and risk of unsupervised access to children.	L	<p>Option 1 All deliveries to be redirected to the Central Stores (not always open and unsuitable for perishable items as may not be collected the same day by resident).</p> <p>Option 2 All resident called services must be checked prior to coming on site (impractical). Signed in and out at security.</p> <p>Option 3 Signed in and out at security. Residents to collect and must supervise service provider for the entire duration of the work (Cheapest alternative to CH but difficult to ensure complete – open to abuse)</p>	By the nature of these deliveries the resident usually needs to be present. Thus security can be advised in advance and the resident informed when the delivery arrives. The delivery person should then be directed to the resident's property, where they should be met by the resident if possible. If the delivery can be made in the absence of the resident the 'drop off' service provider should check in with Security in person or via one of the gate intercoms, state their destination, drop off and depart.

VISITORS POLICY – GUIDANCE GRID

Process	Contractor	Service providers	Staff business visitors	School event visitors	Pupil family visitors	Resident family members and regular visitors	Unexpected guests
Types	Builders/Engineers Professionals Sports and Music Teachers Supplier	Private gardeners Window cleaners Deliveries	Interviewees Governors Volunteers Old Blue Referee or Umpire	Public Band Parade Parents to sports event Visiting schools	Parent / Carer Family of pupil	Family Friend Cleaner Gardner	Anyone
Entry point	Security check-in	Security check-in	Security check-in	Security at designated check-in	Security check-in	Security or any gate if in possession of zapper but to check in with Security via intercom	Security check-in
Host	Contact security and provide name, company and time of arrival via telephone or SkyVisitor	N/A	Contact security and provide name, and time of arrival via telephone or SkyVisitor, and location of where to direct them	Where possible provide a list of all visitors to security and expected times of arrival	Contact security and provide name and time of arrival via telephone or SkyVisitor, and location of where to direct them	Ensure all guests are aware of safeguarding concerns and access restrictions	N/A
Security	Issue with Visitor badge and Safeguarding information. Contact Host to arrange collection.	Issue with Visitor badge and Safeguarding policy. Direct visitor to resident's property	Issue with Visitor badge and Safeguarding policy. Contact Host to confirm arrival and direct visitor to agreed location.	Issue with visitors badge (if applicable), safeguarding information and direct to agreed location	Issue with Visitor badge and Safeguarding policy. Contact Host and direct to agreed location unless 'drop off' visit in which case no badge but advise not to enter house unless contact	Issue badges as requested by resident.	Issue with Visitor badge and Safe-guarding information. Contact Host. If no contact is made with host/ SLT visitor to wait or be turned away unless wishing to

					made with house staff		observe Band Parade in which case issue non photo badge, direct to Quad and request not to roam/ enter buildings
Badge	Required and worn at all times	Required and worn at all times unless a 'drop off' delivery in which case no badge required	Required and worn at all times	Required and worn at all times but may involve use of visitor stickers issued by event organiser	Required and worn at all times unless a 'drop off' visit or at start/end of term periods when no badge required	Required and kept on person if visit is more than a 'drop in' visit on any one day	Required and worn at all times
Visitor	To wear visitor badge at all times and not detour from agreed route or enter boarding houses.	To wear visitor badge at all times unless a 'drop off' delivery in which case no badge required and not detour from agreed route or enter boarding houses.	To wear visitor badge at all times and not detour from agreed route or enter boarding houses.	To wear visitor badge at all times and not detour from agreed route or enter boarding houses.	To wear visitor badge at all times unless a 'drop off' visit or at start/end of term periods when no badge required and not detour from agreed route. Entry to boarding house only with Matron's agreement	To wear badge if long stay and not to enter school buildings with CH host other than residence of host.	To wear visitor badge at all times and not detour from agreed route or enter boarding houses.
DBS requirement	If contractor likely to have unsupervised access to pupils then DBS required. (See separate guidance)	Not required but restrictions to access in place	Not required but supervision at all times	Not required but restrictions to access in place	Not required but no access to House bedrooms (except at end of term)	Required – Regular is classed as 4 weeks in a year or 4 days in one calendar month.	Not required but supervision at all times

Movement around site	Supervised unless DBS checked or within contractors compound	Unsupervised but controlled movement as directed by Security/ Host	Supervised	Controlled movements	Supervised unless a 'drop off' visit	Unsupervised	Supervised unless Old Blue etc wishing to observe Band Parade in which case issue non photo badge, direct to Quad and request not to roam/ enter buildings
Residential properties	No access unless working within property and DBS checked, supervised or secure compound	Access allowed. No access to boarding house unless required for entry and exit and then supervised	No access unless supervised	No access unless supervised	Access only to communal areas and "arm's length" supervision required	Access allowed. No access to boarding house unless required for entry and exit and then supervised	No access unless supervised
Vehicle registration	Not required	Not required	Not required	Not required	Not required	Required	Not required
Host's actions if visitor goes missing on site during visit	N/a	If applicable contact security and check location. If correct ask security to initiate search	Contact security and check location. If correct ask security to initiate search	If applicable contact security and check location. If correct ask security to initiate search	If applicable contact security and check location. If correct ask security to initiate search	N/A	If applicable contact security and check location. If correct ask security to initiate search
Security Emergency Action Plan	N/a	Close barrier; direct all available people to boarding houses on	Close barrier; direct all available people to boarding houses on direct route to meeting point first. Then	Close barrier; direct all available people to boarding houses on direct route to meeting point	Close barrier; direct all available people to boarding houses on direct route to meeting point	N/A	N/A

		direct route to meeting point first. Then the nearest houses after meeting point until all areas are checked or person found.	the nearest houses after meeting point until all areas are checked or person found.	first. Then the nearest houses after meeting point until all areas are checked or person found.	first. Then the nearest houses after meeting point until all areas are checked or person found.		
--	--	---	---	---	---	--	--