



## Visitor Policy

***This policy is applicable to the whole College including EYFS***

The College continues to take guidance from Public Health England and the Boarding Schools' Association regarding the handling of visits.

### **SAFEGUARDING AND CHILD PROTECTION STATEMENT:**

***Safeguarding and child protection is of paramount importance. Should you witness anything that causes you concern for the welfare of a child, you must report the matter immediately to your School point of contact.***

In order to maintain an appropriate school environment, visits should be arranged at least two days in advance.

When entering the Senior School, all visitors must report to the Main Reception located and sign in.

When entering the Junior School all visitors must report to Reception located in the main Junior School building and sign in.

The following procedure should then be observed at all times:

- All visitors, including contractors, are asked to sign in and must wear the Visitors badge or Contractors badge provided;
- All visiting speakers, when initially booked, will be required to complete a 'Visiting Speakers Registration Form' and to confirm their agreement to comply with our Safeguarding policy. This should be completed and returned by email prior to their visit or on arrival at the College (see Appendix A);
- Smoking is strictly prohibited anywhere on the school site, at any time. This applies to those hiring the premises and to those working with other site users;
- The speed limit on site is restricted to 10 mph and should be observed by all;
- In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff who they are visiting. It is the responsibility of that member of staff to ensure that the visitor is aware of the emergency evacuation procedure;
- Visitors who regularly help in school are asked to undergo a DBS check;
- The Head of College, Head of the Junior School and Bursar, or in their absence one of the Deputy Heads, have the right to seek the removal and to prohibit from the school site any person whose presence constitutes a risk to the safety or well-being of any member of the school community.

The Reception staff, Junior School Secretary or Junior School Admissions staff will contact the appropriate school personnel of the visitor's arrival.

Student teachers must be accompanied by a member of the teaching staff at all times throughout the school and grounds, until the HR Manager is in receipt of their DBS clearance and has verified their references. Student teachers must not enter the boarding areas.



Contractors are to be escorted to their area of work. If on site for a period of time, they must report to the Facilities Manager on a daily basis.

At the end of the visit, the visitor should return the ID badge to the reception and sign out.

### **Procedure for checking the identity of visitors who are new to the school:**

- If a visitor is unknown they will be asked to provide identification and the reason for their visit.
- Visiting contractors will be redirected to Facilities for checks to be made and badges issued.
- Visitors will be asked for at least one form of identification to verify who they are and, if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bank card)
- For further verification we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager.
- The visitor or prospective parent will be supervised whilst any checks are carried out and throughout their visit
- Visitors will only be permitted to enter and be given a visitor's badge once the ID has been checked, together with the visitor's name, reason for visit, time and date in the visitor's log. The visitor or prospective parent is required to sign the log and their signature is then checked against their identification.

### **Regular visitors:**

- Even if the visitor or prospective parent is known, they must still have a valid reason to enter. They are then required to complete the visitor's log and will not be left unsupervised in the setting

### **Supply Staff/Agency Access:**

- All supply staff/agency to be processed by Line Manager and Human Resources to ensure compliance requirements are met;
- Human Resources will arrange with Reception to issue appropriate site access.

#### **Supply staff**

Any person working at the school supplied by an employment business – this does not only cover supply teachers, but any individuals supplied by an agency and catering, medical and cleaning staff may also be included.

#### **Supply agency**

An employment business which supplies persons, to act for, and under the control of, the school in any capacity. For example, an agency which provides supply teachers or temporary administrative staff.

## **Contractor Management:**

If there are any queries with regards to the following you must contact the HR Manager to discuss further.

### **Definition of regulated activity with regards to contractors:**

All regular work for schools with opportunity for contact with children is regulated activity, except work (not entailing care or teaching) by occasional/temporary contractors;

A contractor is not in regulated activity as non-teaching work by occasional or temporary (see definition of 'regular') contractors is not regulated activity.

For the purpose of assessing whether a person is working in regulated activity, 'regular' includes 'frequent' and these are defined together as follows:

- frequently (once a week or more often);
- or on 4 or more days in a 30-day period;
- or overnight (between 2am and 6am).

## **Procedure and Guidelines**

### **1. Introduction**

This describes the measures that St Lawrence College has in place to carry out background checks on contractors and manage access to certain areas of the site so as to safeguard and promote the welfare of pupils.

The aim of the safeguarding measures for the College and contractor will be to manage the risk of harm to pupils. The measures adopted shall be proportionate to the risk.

### **2. Identification**

In line with established procedures, all contractors must wear a 'Contractor' or 'Visitor' badge at all times whilst on school grounds except where it will cause a hazard whilst working. In such cases badges must be put back on when moving around the College site. All badges will be returned at the conclusion of the work.

No contractor will execute work on the school site without the express permission of the Facilities Manager, other than in an emergency or to make the area safe following theft or vandalism.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to Bursary Reception or off site.

Where there are uncooperative visitors, whether in agreement to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

### 3. Safeguarding Measures

Safeguarding measures to be considered at the planning stage will include any or all of the following depending on the outcomes identified by the school in their risk assessment:

- Segregate: To avoid contact between contractors and pupils as far as possible;
- Supervise: To supervise any contact that does take place with a member of staff or a suitably vetted volunteer;
- Code of conduct: To require contractors to observe a code of conduct Regulate Access To regulate access to the premises;
- Checks: To undertake checks where appropriate.

The contractor must ensure that the relevant safeguarding requirements are met at all times, including, but not limited to, enhanced DBS checks, being completed on proposed staff and must adhere to the School's safe guarding policy at all times.

The College reserves the right to request copies of this data should it be required.

On small emergency works or unplanned works any staff without an enhanced DBS check **MUST** be accompanied at all times whilst the College is open to pupils.

The Facilities Manager will ensure that for all contractors who visit the site regularly, their enhanced DBS number and details are recorded and updated regularly on the single central register for contractors.

4. Those contractors who are working at the College on a long term basis are subject to the same identity and suitability checks as College staff. Records of checks carried out are held by the contractor's employer and these are subject to regular spot checks conducted by the College.

Contractors are recommended to maintain their records in the same format as the College's Central Record of Recruitment Checks and the HR Department will provide the necessary guidance and record template. The identity of all new members of staff of long term contractors is to be checked on first arrival on site by the College's HR Department before they can start work and all contractors' staff are to wear a pass that must be worn in a visible position at all times. Long term contractors who have been checked in this manner have the same level of access to areas of the College as other members of staff.

- 4.1 If the contractor attending site is the proprietor of the contracting company or a sole trader, or the contractor attending site is a member of the proprietor's family, the school will undertake any necessary vetting checks, including, where necessary, a criminal records check.

- 4.2 All other contractors visiting the site must sign in at Facilities Reception/Bursary Reception where they will be given a pass that must be worn in a visible position at all times. Visitors will be asked to show (photographic) proof of identity if they have not already done so in line with clause 1.2.1

(above) and are not previously registered as contractors; employing departments are to advise contractors of this requirement before first arrival on site.

**4.3** For the purpose of managing contractors, the site is divided into 3 categories:

- **Level 1**

Areas where there must be no unrestricted access when pupils are present, such as boarding houses, changing rooms etc.;

- **Level 2**

Other areas where unsupervised contact with children is possible, i.e. all College buildings that might normally be expected to be occupied by pupils, including classrooms, pupil toilets, the Medical Centre, the library etc. It should be noted that such buildings are often occupied by children even during College holiday periods, when, for instance, foreign language school students etc. may be on site;

- **Level 3**

All public areas, such as quads, sports and playing fields, roadways and paths, Theatre, dining hall, admin offices etc.

**4.4** Different degrees of control are required for each of these areas, and for Level 1 and 2 accommodation, this also depends upon whether the building/area is occupied or is positively known to be unoccupied by pupils.

**4.5** The following guidelines apply for all contractors on site, noting that special rules apply for designated “Unescorted Contractors” – see paragraph 1.2.12 below.

- **Level 1 and 2** – occupied by pupils

Unescorted Contractors may work unsupervised. However, if working in a Boarding House, the House Parent or duty staff must first be informed and they will check if there are pupils in the area where work is to take place.

All other contractors are to be escorted by a member of SLC staff at all times. The escort is to be arranged by the employing department.

- **Level 1 and 2** – positively known to be unoccupied by pupils (see Note below)

No controls required – but see paragraphs 1.2.6 and 1.2.8. If working in a Boarding House, the House Parent or duty staff must first be informed as a matter of courtesy.

- **Level 3**

No controls required – but see paragraph 1.2.6.

**Note:** It should be assumed that the building is occupied by pupils unless, at the time of entering, it has been positively identified as unoccupied by the staff member in charge of the building/area at the time.

- 4.6** If contractors other than authorised Unescorted Contractors are present in a Level 1 or 2 area unoccupied by pupils they must remain vigilant at all times and vacate the area immediately, or contact their employing department to obtain a staff escort, if pupils appear.
- 4.7** All contractors working on the site are subject to standard conditions of access and they are briefed on the Code of Conduct that is given to each one during their induction. These documents explain the College's safeguarding policy and the terms apply regardless of whether the contractor is working in a Level 1 or 2 (occupied or unoccupied) or Level 3 area.
- 4.8** Contractors' movements are to be carefully controlled at all times and their whereabouts are to be monitored constantly while they are on site by the employing department.

#### **4.9 Unescorted contractors**

It is recognised that a number of contractors are well known to SLC staff and have been visiting the site regularly for many years, often longer than many full-time members of staff. A list of "Unescorted Contractors", personally approved by the Bursar, is maintained and only a small number of contractors who meet very tight criteria will be considered for inclusion. Further details of this scheme can be obtained from the Facilities Manager.

#### **4.10 Criminal Record Checks**

All full and part time staff and volunteer workers for all of the organisations on site are subject to tight pre-employment checks that include an Enhanced Disclosure and Barred List check for regulated activity by the Disclosure and Barring Service (DBS). These checks also apply to all those who are resident on the site. One of the main criteria for inclusion on the lists of Unescorted Contractors is that an Enhanced Disclosure and Barred List check must have been undergone in the 3 years prior to first appointment to the list.

In the absence of statutory definitions and when appropriate, the College will decide whether contractors are occasional or temporary, and therefore whether or not they are engaged in regulated activity. If the College decides contractors are not in regulated activity they will not be eligible for a Barred List check unless they have the opportunity for regular contact with children. Where workers are not frequent or regular, a risk assessment will be carried out to determine whether a DBS check is necessary.

It is good practice to require regular contractors and frequent business visitors to undergo Enhanced DBS checking so that this can be recorded by the Facilities Department on site.

Although not a guarantee, evidence of a clear check helps to reduce the risks to the safety and welfare of pupils. Where a contractor does not have the ability to undertake DBS checks on their employees themselves, the HR Department can arrange for such checks to be made, subject to payment of costs and a small administration fee.

#### 4.11 **Individuals engaged by residents on site**

Individuals engaged by residents on site, such as repair men, delivery drivers, baby-sitters, gardeners etc. present a particular risk as they are often introduced onto the site without the knowledge of SLC management. These individuals must comply with the Visitors' Policy, available on the intranet and College web site.

All members of staff and residents on site must recognise that at all times they have a duty to protect the safety and welfare of pupils and they are expected to manage their personal visitors appropriately so as to minimise the risks.

#### 4.12 **Exceptional Circumstances**

Ultimately the Head of College is responsible for the care of pupils and should he consider that an increased level of risk exists for any reason, and at any time, an increased level of visitor checking and/or supervision may be introduced **without notice**.

**Under exceptional circumstances this could extend to a temporary total ban on all visitors, including contractors, to the site.**

#### 4.13 **School Code of Conduct for Contractors**

A code of conduct should be used to inform all contractors (both vetted and non-vetted) what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognised and challenged by all concerned.

To ensure the effectiveness of this code it shall be issued to **all contractors directly by the Facilities Manager** when they first attend and before any work has commenced.

***Our Code of Conduct is as follows:***

- a) Work safely and responsibly and be aware of responsibility for own actions and behaviour.
- b) Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- c) It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- d) Avoid contact with children. Never give your personal contact details to children or young people, including mobile telephone number.
- e) Work and be seen to work, in an open and transparent way.
- f) Never be in contact with children without school supervision.
- g) Stay within the agreed work area and access routes.
- h) Obtain permission if you need to go outside the agreed work area or access routes.
- i) Keep staff informed of where you are and what you are doing.
- j) Do not use profane or inappropriate language.
- k) Dress appropriately i.e. dress in a way that:
  - Is unlikely to be viewed as offensive, revealing, or sexually provocative.
  - Does not distract, cause embarrassment or give rise to misunderstanding
  - Is absent of any political or otherwise contentious slogans
  - Is not considered to be discriminatory and is culturally sensitive
- l) Observe the code at all times

## Review

This policy will be reviewed in accordance with the Policy Review Schedule.

## Revision History

Version No.	Revision Date	Summary of change	Approved by	Updated by
1.1	22/01/2018	Typographic amendments	JAC	JAC
1.2	22/01/2019	Typographic amendments	JAC	JAC
1.3	14/02/2019	Typographic amendments	JAC	JAC
1.4	02/09/2019	Agency Staff Access	JAC	RCD
1.5	01/01/2020	Contractors' Access	JAC	RCD
1.6	01/09/20	COVID-19 Amendments	JAC	JAC
1.7	16/8/21	COVID 19 Amendments	JAC	JAC
1.8	23/2/22	Removal of COVID measures	JAC	JAC

**Visitor  
Arrives**

**Report to Reception and Sign-in**

**Visiting  
Speaker**

**Visiting  
Speaker  
Form  
completed  
beforehand**

**Check  
Identity**

**Issue  
Visitor  
Badge**

**Accompanied  
by staff  
member at all  
times**

**Visitor**

**Contact  
SLC  
person**

**Issue  
Visitor  
Badge**

**Accompanied  
by staff  
member at all  
times**

**Agency**

**HR to  
arrange  
with  
Reception**

**Check  
Identity  
/DBS**

**Issue  
Visitor  
Badge**

**Accompanied  
by staff  
member at all  
times**

**Contractor**

**Report to  
Facilities  
Reception**

**Regular**

**All checks  
in place**

**Issue  
Contractor  
Badge**

**Can have  
unaccompanied  
access**

**Occasional**

**Check  
Identity  
/DBS**

**Issue  
Visitor  
Badge**

**Accompanied  
by staff  
member at all  
times**



## Appendix A

### Visiting Speaker Registration Form

In preparation for your visit to St Lawrence College, please would you complete and return this form to [Senior School](mailto:receptiondesk@slcuk.com) (receptiondesk@slcuk.com) or [Junior School](mailto:jsoffice@slcuk.com) (jsoffice@slcuk.com) prior to your appointment.

Upon arrival at St Lawrence College, please sign in at Reception.

Whilst signing in you will be required to confirm your agreement to comply with our [Safeguarding Policy](#) which can be found on our website.

Please ensure you bring photographic proof of identity (passport or driving licence), as this will also be checked. Thank you.

#### Personal Details:

Name:

(please print)

Click here to enter text.

Signature:

(insert .jpg or sign upon arrival)

Date of visit:

Click here to enter a date.

#### Nature of Visit:

Lecture/Talk

☐

Chapel

☐

Other

☐

#### Please detail subjects to be discussed:

Click here to enter text.

Please remember to bring proof of identity.

Office use only:	ID shown on arrival	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Background check	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Reference:

Owner: Bursar

Version: 1.8

Last reviewed: Feb 22

Next review due: Feb 23

