



# VISITORS POLICY

**All elements of this Visitors Policy are still valid, but for the period of time whilst we have COVID measures in place the following additional guidance applies to all visitors to the site:**

1. The main school gates will be closed and vehicular access to the main school site is restricted to resident staff only. Visitors should park their vehicle at the Visitors' car Park next to Style Boarding House, on the corner of Craven Bank Lane and Raines Road, keeping a safe distance away from any other vehicles in the car park. .
2. All visitors should report to Main Reception and be signed in.
3. Visitors must maintain safe social distancing at all times – 2 meters.
4. Visitors must use the hand sanitiser provided.
5. All visitors must wear a face covering whilst moving through a building.
6. If the visitor has had Covid-19 or is feeling unwell then they must contact the School in advance to discuss options as a visitor.
7. Should the visitor, subsequent to their visit, develop Covid-19 symptoms we request that they notify this to the School.

## 1 Introduction

- 1.1 Giggleswick School is committed to safeguarding & promoting the welfare of all our pupils and expects all staff and volunteers (**including visitors**) to share this commitment by complying with the school's *Safeguarding Policy* and the *Code of Conduct* for Staff at all times.
- 1.2 We believe that there are many potential benefits for the school community from encouraging parents and visitors to the school. Visitors can make an important contribution to the life and work of the school and interaction with the wider community supports the development of our core values of participation and respect.
- 1.3 The school also has a duty to protect the safety and welfare of pupils and staff and to ensure that any visits avoid disruption to the educational process. A balance must therefore be achieved between the potential benefits and risks associated with visitors to the school site.
- 1.4 Smoking is not permitted on the school site at any time.

## 2 Access to the school site

- 2.1 All visitors are directed to the senior or junior school's main reception, where they are asked to sign in and can be briefed, badged and collected or directed to the correct venue, or introduced to the member of staff who is hosting them.
- 2.2 The school's site is an open one and access to it cannot be prevented entirely as there are several public rights of way traversing the site. There are signs directing visitors to Reception.
- 2.3 Pupils and staff are regularly briefed about the need to politely challenge anyone they meet on the school site who is not accompanied by a member of staff, not wearing a *Visitor's Pass*, or wearing a *red/blue Visitor's Pass* and to escort them to Reception to be signed in if appropriate, or politely requested to leave the school premises.
- 2.4 Within the site, access to individual buildings is controlled by keypad entry and boarding houses are alarmed at night. There are three access levels:
  - Boarding houses and the Junior School: no unrestricted public access

Policies: Visitors



- Academic teaching areas: visitors if accompanied by a member of staff
- "Public" areas, which are deemed to be as follows:
  - Areas related to boarding houses and outside the Junior School when parents are collecting or dropping off their children at published times.
  - The Flat and the Richard Whiteley Theatre for public performances.
  - The main drive leading to the Attermire Building for those approaching reception or the Bursary.

In addition, the School grounds include public footpaths at Papes and Lords which by their nature are public areas.

- 2.5 The site is monitored by CCTV and security staff are present in the evenings and at major occasions.
- 2.6 Anyone that is suspected to be on site without permission or with ill intent should be reported to reception or a member of staff immediately. If appropriate, they should be challenged by a member of staff and asked to leave, and reported to the police if this is required.

### 3 Visitors

- 3.1 This policy applies to visitors to all sections of the school: senior, junior and Pre-school:
- All staff employed by the school and volunteers
  - All pupils and parents
  - All external visitors entering the school site
  - All governors of the school
  - Other educational-related personnel
  - Building, maintenance and all other independent contractors visiting the school premises
- 3.2 **Groups** who use the school premises will be responsible for signing in all visitors using a group signing in sheet, which can be scrutinised by the Commercial Manager. Where courses or events are run which are not connected with the School, then it is the responsibility of the course organiser to ensure that there is a record of all attendees.
- Where the school facilities are used for an event such as a wedding, concert or fair then the area in use will be temporarily designated as a public area (see 2.4) and arrangements will be made to ensure that visitors remain within these areas.
- 3.3 **Deliveries** should be made to the Properties Yard. Individual boarding houses have clear signs, indicating that delivery drivers should report to this central point.
- 3.4 **Contractors** who arrive before 09:00 are directed to the Properties department at Eshtons where they are required to sign in, undergo relevant checks and be given a visitor's pass.
- 3.5 **Visiting artists** to the Richard Whiteley Theatre or Chapel are provided with an information document for visiting companies, which includes the same details as this policy. Smaller companies are issued with visiting companies ID badges. For larger groups, the group leader is asked to maintain a signing in and out register for their artists.
- 3.6 Members of the public attending performances or events at the **Richard Whiteley Theatre** or Chapel are admitted through a ticket system and given clear directions about where to park and how to find the venue. These events are publicised and



when deemed necessary, additional security or assistance with directions and monitoring parking is provided.

- 3.7 Under the conditions of the Heritage Lottery funding received for restoration, members of the public are allowed to visit the school's **Chapel**. Keys can be obtained from Reception and visitors are asked to sign in and out, providing names and addresses. Each group is issued with a distinctive visitor's Chapel key and fob as well as a blue lanyard (see section 5.9).
- 3.8 Members of the local community using the **squash or tennis courts** are required to register with the Bursary to obtain tokens or a permit before using these facilities.

#### **4. Inviting Visitors**

- 4.1 All visits should be planned and relevant members of the SLT should be made aware of who is visiting and the purpose of their visit.
- 4.2 Reception/Junior School Office should be informed in advance of who is coming and have a copy of their programme.
- 4.3 The catering department should be informed in advance if visitors require a meal.
- 4.4 The host member of staff is responsible for ensuring that if the visitor requires any access arrangements or has any specific dietary needs that they are known and appropriately met.

#### **5. Registration**

- 5.1 **Visitors are required to sign in and out at Reception.** Where arrival time is outside the usual Reception opening times, alternative arrangements are made for signing in and out.
- 5.2 Visitors are asked to bring photo **ID** with them or a copy of the invitation to visit.  
If the visitor is a **visiting professional** or part of an external organisation Reception staff will ask to see their organisation's ID badge to confirm their identity. This includes teachers accompanying groups of students on exchange visits.
- 5.3 Visitors are asked to refrain from using any **cameras or mobile devices** (e.g. mobile phones/tablets) whilst in school and advised that mobile devices must not be visible in locations where children could be present. The Pre-school and Junior School are mobile device free areas.
- 5.4 The **School Visitor's Book & Fire Register** records: name; organisation; whom they are visiting; signature, time in; vehicle registration; date; pass number; and time out.
- 5.5 All visitors are asked to read the notices in the *School Visitor's Book & Fire Register*, including this message:

To be displayed in the *School Visitor Book & Fire Register*

**To All Visitors to Giggleswick School**

A very warm welcome to our school.

We politely ask you to refrain from using any electronic devices, such as mobile phones and tablets, whilst in any areas that are accessed by our pupils.  
Thank you for your cooperation.



- 5.6 Visitors are issued with a **Visitor's Pass** or ID badge and asked to wear this visibly at all times.
- 5.7 **Visiting parents** are issued with a single *Visitor's Pass* for the whole group. They are accompanied by senior pupil guides or a member of staff at all times. If the group contains a single adult then a member of staff will accompany the tour at all times.
- 5.8 All visitors are asked to read the information on the reverse of the *Visitor's Pass*:

**WELCOME TO OUR SCHOOL**

'The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.'

**NOTICE TO VISITORS**

**Health & Safety:** Your safety and well-being during your visit are important to us.

As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

**Classrooms & Boarding Accommodation:** Do not enter classrooms and boarding accommodation unless escorted by a member of staff or by prior arrangement.

**Emergency:** If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

**Accidents:** Any illness, injury or accident must be reported to the school office.

**Smoking:** It is against the law to smoke on school premises.

**Property or Vehicles:** The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

**Safeguarding Children:** If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

**PLEASE WEAR THIS PASS AT ALL TIMES AND RETURN TO RECEPTION BEFORE LEAVING  
RETURN TO RECEPTION BEFORE LEAVING**

- 5.9 All visitors will be given a **colour-coded lanyard** with the Visitor's Pass. A red lanyard signifies that the visitor must be accompanied at all times by a member of staff. A blue lanyard signifies that the visitor is on a pre-prescribed route either to and from chapel or on a tour. A green lanyard means that they have a db's check with the school and they do not need to be accompanied around the campus.
- 5.10 **At the end of the visit all visitors are asked to sign out at Reception** and return the *Visitor's Pass*.

## 6 Supervision

Visitors (non visiting parents) are accompanied at all times and are not allowed unsupervised access to pupils, unless they are visiting professionals working individually with a child and the arrangement has been pre-approved by a member of the SLT.

## 7. Other

### 7.1 Visiting Speakers

External speakers must be approved by the Headmaster or Head of the Junior School. Speakers are generally from established companies or charities, or come through strong recommendation from other schools. Visiting speakers are accompanied by the member(s) of staff hosting the event at all times.

The school does not give a platform for extremist speakers. As such, staff who invite speakers into the school need to demonstrate due diligence in checking the background and on-line profile of each speaker. This is also true for virtual talks and



meetings that involve members of the school community. A log of the due diligence checks is kept by the Academic Deputy Head and Head of Junior School.

## 7.2 **Vehicles**

All visitors are asked to abide by the one-way signs and 5 mph speed limit on campus.

Vehicles should be parked in the designated parking areas for visitors.

Disabled parking spaces are available close to Reception.

Vehicles are parked on the school site at the owner's own risk.

## 7.3 **First Aid**

The school's central First Aid Post is the Medical Centre.

## 7.4 **Fire**

Visitors will be guided to the nearest fire assembly point by the member of staff supervising or organising their visit.

In the event of a fire alarm the Receptionist is responsible for taking the *School Visitor Book & Fire Register* to the fire assembly point in the event of a fire (including a practice)

## 7.5 **Access to boarding houses**

Access to boarding houses is strictly controlled. There are clear signs within each house indicating the boarding areas beyond which visitors to that house are not allowed to pass, unless they are accompanied by a member of staff. Parents are allowed into these areas at specified times at the beginning and end of term to deliver and collect pupil belongings in the company of their child.

## 7.6 **Guests of residential members of staff**

There are several staff residential properties on the school site. Guests of resident staff are the responsibility of that member of staff. If guests are invited to stay overnight or for extended periods permission must be sought in advance from the Headmaster and arrangements discussed with the Deputy Head who is the Designated Safeguarding Lead.

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

In the case of boarding houses, staff must ensure that guests:

- may only access the area of the boarding house in which the staff member 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 staff accommodation and back again.

In the case of all school property, guests must:

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



Related Policies:  
Safeguarding Policy and Procedures  
National Minimum Standards for Boarding  
KCSIE 2020

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