



VISITORS POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

Headmaster	Eugene du Toit
Author	Director of Operations
Date Reviewed	November 2020
Updated	3.12.2020, 3.02.2021
Date of Next Review	November 2021 -due to Covid 19 regular review will be undertaken by the LT
Website	Yes

1. Introduction

For the purposes of this Visitor's Policy a visitor is someone who is visiting the School campuses who is neither directly employed by the School or is a student. They may be visiting the campus for School business, attending a school activity open to the public or using a campus for their own social activity and wellbeing.

This policy is designed to work in tandem with the COVID-19 Secure protocols and will be reviewed when government guidelines are changed substantially

The policy provides evidence of the School's intention to demonstrate that the measures contained within the Policy are, or will be, carried out to provide suitable and sufficient compliance to ensure people outside the School are not given unauthorised access to premises.

All School staff and students are requested to treat all visitors with dignity and respect and visitors are expected to return the compliment.

2. COVID-19

Wellington School continues to review advice daily from Public Health England (PHE), the Department for Education (DfE) and the Boarding Schools Association (BSA). This policy is reviewed regularly and will be updated in line with the latest guidance.

During the current Covid 19 restrictions only essential visitors are allowed to the school.

The School was designated in Tier 4 from the 31st December 2020 and was following the latest guidance

With the latest Government announcement on the **4th January 2021** – the whole of England is now in full Lockdown and the school is following the latest guidance.

People in the following categories should not visit the school:-

Anybody who, in a 14 day period before visiting the school, and regardless of displaying symptoms of COVID 19, has:-

- Had close contact with anyone who has been diagnosed with COVID-19 in the UK or who has commenced a precautionary period of self – isolation for COVID 19.
- Travelled to, through or from any country not listed on the Government's travel corridor list or had close contact with someone who has travelled to, through or from a country not listed on the Government's travel corridor list

Anyone who does invite visitors to the School has a duty to the School Staff, students and the visitors to ensure the risk of COVID-19 infection is minimised and is personally responsible for the visitors until they leave the campus

The guidance aims to provide information to staff and students who may, for a variety of reasons, wish to invite someone on to our campuses. However, if a meeting can take place online, it should not happen in person.

This guidance covers the following groups who might visit any part of the School Campuses: Contractors and service providers, visitors taking part in teaching activities, visitors to Boarding houses, External inspectors from regulators

The visitor should be encouraged to minimise their contact with any part of the buildings, maintain social distancing and adhere to good hand hygiene.

Whilst on the School premises all visitors will be asked to wear a face covering in corridors, when working indoors and unable to maintain social distancing and in communal areas, unless social distancing can be achieved.

Any meeting should take place at a safe social distance, this will be a 2m wherever possible and by exception 1m according to the space and any risks associated with the activities undertaken. There should be minimal contact with persons, infrastructure, equipment and materials.

Provision of food and drink should be discouraged and disposable cups, cutlery etc should be used wherever possible.

Once the meeting or activity has finished the visitor should be escorted to the exit, ensuring they maintain social distance and clean their hands at the exit of the building, for their onward journey.

All visitors will be encouraged to scan the QR Code for Track and Trace held in the Reception at the Senior, Prep School and Sports Complex. If the application is not available on their phones the School will hold a record of the visit on the system if they need to be contacted.

3. Sport

When allowed internal school matches are being run in accordance with the National Governing Bodies/Sport England and without spectators. Access to on-campus indoor venues is closely managed and spectators are not allowed. Access, however, at outside venues e.g. Bulford Field, School Field and Gills Field is more challenging as some are next to public rights of way so while spectators are not encouraged it is not possible to enforce a no spectator rule. All Wellington staff and students are expected to maintain social distancing and COVID-secure protocols and follow the NGB protocols for their sport.

Since the 4th January 2021 and reviewing the current Government Guidance- the decision has been taken to open use of the Astro turf facility to under 18's only, PRSC is closed for bookings and classes, the cricket nets will be available to book on Thursday and Friday evenings, as well as Saturday afternoons for under 18's participants only. The Gym will remain closed at the current time. Until the week of the 11th January the Sports Hall has been closed and being used for COVID Testing. Sport will then resume following the latest guidance.

4. Contractors and Service Providers.

It is the responsibility of any member of Wellington staff arranging visits from contractors or service engineers to ensure they manage the visitors under their instruction for the entire period they are on campus.

Assurances must be gained that all contractors and service providers required to attend the campus have got suitable operational arrangements in place in accordance with Government guidance

In addition, these third-party providers must be informed of the campus hygiene and social distancing arrangements in place as they need to adhere to these whilst on campus.

Boarding Houses should maintain their own record of visitors attending student accommodation to support the 'Test and Protect' approach in the event of any local outbreak.

5. External Inspections from Regulators

Visits from External inspectors are normally planned and snap inspections are unlikely during the COVID-outbreak. As a result, any member of Wellington staff who needs to host a visit from an external regulator should comply with the protocols for all visitors outlined above.

In the event of an unusual requirement not covered by this Visitors Policy further guidance should be sought from the H&S team.

6. Visitors to the Prep School or Senior School

All visitors are required to sign in as follows:

- at the Prep School Reception (08.00 – 17.00) from Monday to Friday during term time;
- at the Senior School Reception (08.15 – 17.30) from Monday to Friday during term time;
- at the Estates Department where contractors have made a prior appointment.

During the School holidays, cover is provided by either the Prep School Reception or the Senior School Reception (08.45 – 17.00) apart from the Christmas and Easter shutdowns.

Visitors are given safeguarding and emergency information on signing in.

Visitors should wait in the Prep School Reception or Senior Reception until they are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst on School premises and to ensure that they return their badges on leaving.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

All visitors are expected to observe the School's safeguarding and health and safety regulations to ensure children in School are kept safe.

7. Visitors to the School Estates Department/Contractors

All contractors must sign in at the Estates Department for induction and issue of appropriate permits for commencing works. They must only work on the approved job site and unless DBS checked must be supervised by a member of the Estates Department. They are issued with a visitor's badge, which should be worn at all times whilst they are on School property.

8. Deliveries

Delivery drivers making deliveries to School buildings must not enter the premises unaccompanied and should be supervised at all times while on site. They should report to either the Senior School or the Prep Receptions and face masks must be worn.

9. Visiting Speakers and the Prevent Duty

The *Prevent Duty Guidance* requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

Staff or pupils who wish to invite a visiting speaker to the School must gain the Deputy Head Pastoral's (DSL) approval at least 2 weeks in advance, providing full details of the speaker, who they will address, when and where this will occur. The visiting speaker checklist is attached at Appendix 1.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend.

In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in this policy.

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

All visiting speakers will be subject to the School's usual visitors' protocol (set out above).

Visiting speakers will be supervised by a School employee whilst on School site. At no point will a visiting speaker be left unsupervised on School site whilst pupils are present.

On arrival at the School, visiting speakers will be asked to sign the Visitors' Book. The visiting speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. They should return their badge to their host when leaving the site.

The Deputy Head Pastoral will keep a record of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

Further information is available in the School's Visiting Speaker Policy.

10. Parents

Parents are asked to always let the House (Hm/AHm/Matron) know in advance when coming to visit their children in the boarding house or when taking their children off site.

11. Visitors to staff accommodation in boarding houses

Staff are referred to the School's Adults Visiting and Staying with Staff in School accommodation Policy, which is available on the School website.

12. Visitors to the Sports Complex

Visitors will report into the Sports Complex Reception. The facilities are managed by a competent School employee and facilities are organised to ensure separation between pupils and the public through opening times and/or physical segregation including changing rooms in the Centre.

13. Grounds

There is one public footpath which runs through the School to which the School has no authority over, and the School ensures the boundaries and paths are well marked.

Wellington School shall take the required steps to prevent unwanted access to School land and premises which are prohibited to people from outside the School.

The School will continue to manage its campus, including open areas and those open to the general public, in a manner to, as far as reasonably practicable, ensure that no unauthorised persons are allowed in the School buildings or on to the land without prior notification, registration, and escorted by a member of staff and a display of a visitor's pass.

14. General

The School will not tolerate any form of harassment, inappropriate comments or bullying and is committed to ensuring that staff and students are able to work, live and study without fear of harassment, bullying or victimisation, irrespective of their personal characteristics; recognising its duty of care to staff, students and visitors under health and safety, equality and employment legislation.

Appendix 1 – Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
1)	Name and department of the staff member responsible for booking the Visiting Speaker.	
2)	Name of Visiting Speaker.	
3)	Visiting speaker contact details.	
4)	Date and time of presentation.	
5)	Audience details.	
6)	Confirm that: <ul style="list-style-type: none"> • the Visiting Speaker Policy has been sent to the Visiting Speaker • the Visiting Speaker has been briefed on the School's Safeguarding Policy 	
7)	Booking form completed with details of venue, IT resources, catering requests.	
8)	Has the event been entered in the school calendar (iSAMS)?	
9)	Has the event been entered on the weekly bulletin?	
10)	Cost / Budget	
	Checklist	
11)	Visiting Speaker biography, to include speaker's organisation and other affiliations.	

12)	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.).	
13)	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty? If such concerns exist, refer the matter to the designated safeguarding lead (DSL).	Yes No (refer to DSL)
14)	Confirm that the Visiting Speaker will not be left alone with pupils and undertaking a regulated activity.	
15)	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
16)	Confirm the Risk Assessment form been completed and a copy provided to the DSL	
17)	Confirm a copy of this form has been provided to the Deputy Head Pastoral for inclusion in the School's visiting speaker log.	

Please note: all visitors must report to reception, sign in and wear a visitor's badge at all times when on School premises. If the speaker arrives after reception is closed, the member of staff responsible for hosting should arrange to sign in with reception earlier in the day and ensure a badge is prepared in advance. All visiting speakers should be accompanied by a member of School staff at all times when on School premises.

Signed

Date

.....

Countersigned by a Deputy Head or the Headmaster

Signed

Date

.....

Appendix 2

Currently this full provision is closed due to the current regulations. When it re-opens we will update the arrangements with the guidance at the time.

1. Updated from the 2nd December 2020- there will be a limited offer in the Café as follows:

8-10:00 Take out available from the back door to all staff ONLY

Periods 1 – 3 (NOT BREAK) Three tables at the front of the Café available to staff who would like to have a drink and use the space.

Year 12 pupils can access via the back door and staff via the front.

Lunchtime – Takeaway available from the back door available to all pupils on an agreed Schedule.

2. School Café (Café 37) – Safeguarding Arrangements

Café 37 is supervised by a member of school staff at all times. All Café 37 staff are safeguarding trained.

The School allows parents (senior school and prep school) to use Café 37 at designated times.

Parents are not in regulated activity and the School has risk assessed parents using the facility.

The School has safeguarding procedures in place to ensure that only parents of Wellington School pupils use Café 37 at these times, and that parents using Café 37 are clearly identified and supervised.

Notices are clearly displayed in the Café 37 detailing the following procedures.

3. The Procedures are not in place as the Café is closed

Parents of Wellington School Pupils may use Café 37 during the School day at the following times:

Monday to Friday, 08:00 to 10:30 and 15:00 to 17:00.

Parents are required to abide by the following procedures when using Café 37.

Please note, the following procedures apply only to Wellington School and Wellington Prep School parents visiting Café 37 at permitted times. At all other times parents visiting the School must follow procedures detailed in the School Visitors' Policy and

sign it at reception. All visitors who are not parents must follow the School's Visitors' Policy and sign in at reception and are not permitted to sign it at Café 37.

- upon arrival, parents must sign in: this in the presence of school staff at the serving counter;
- parents will then be issued with a red lanyard, identifying them as a parent. This lanyard must be worn at all times when in Café 37;
- when leaving, the parent must sign out and return the lanyard.

4. Toilet facilities

Any parent using Café 37 who wishes to use a toilet is signposted to the School Reception where they can use a 'staff and visitors only' toilet. Pupils do not have access to this facility or this part of the School.