

VISITORS POLICY

This policy is to provide guidance on how to ensure that Boarding and Day Houses deal effectively with the issue of visitors to potentially sensitive Pastoral areas of the School.

This guidance takes into account the age range of boys at Tonbridge School, the fact that all Houses have secure entry systems in place and that the School has an effective site Security Policy in place (which should also be read in conjunction with this guidance).

EXTERNAL CONTRACTORS

Any external contractor working on the School site **must** report to the Estates Department in the first instance and will be signed in and badged by the Estates Team. Access codes to the Boarding and Day Houses will not be provided to external contractors and, during term time or when there are residents in the House, they will be accompanied to the House by a member of the Estates Team to be introduced to a member of the House staff. Any un-badged or unaccompanied contractor or workman should be challenged by a member of the House staff.

PARENTS

Parents of boys should **not** have unsupervised access to the Boarding or Day Houses and are made aware of our policies and procedures through the Parental Handbook and by reminders from Housemasters at the beginning of each academic year. Boys should not give out their personal code to the House to their parents. Any parent or relative wishing to come into a Boarding or Day House may only do so if they report to the Housemaster, Matron or any other member of the House Pastoral Staff in the first instance. It is made clear to parents and other family members that access to the House during term-time can only be to the public areas of the House. Clearly, when picking up or dropping off at the beginning or end of term parents will need to take things up to boys' rooms. Parents who have not made themselves known to House staff should expect to be challenged by House staff.

OCCASIONAL GUESTS

In residential accommodation during term-time there should be procedures in place to stop friends and relatives of the residential staff having unaccompanied access to the boys' side of the accommodation. For the purposes of the safeguarding procedures of the School, these guests should be seen as visitors or volunteers and must be supervised at all times. It is the responsibility of the Housemaster to ensure that these guests are briefed accordingly and understand that they cannot be on the boys' side of the House unaccompanied, and the House Risk Assessment should take this into account.

Boarding, Day and Senior Student Housemasters, and Resident Assistant Housemasters and Resident Matrons are required to notify the Deputy Head Pastoral in advance of all occupiers and overnight visitors over the age of 16 (of whatever duration) to their accommodation when boys are in residence. Visitors who are intending to stay with these staff in their accommodation for 7 consecutive days or longer when boys are in residence require the prior written permission of the Deputy Head Pastoral. Occupation of the accommodation by anyone over the age of 16 (not on the School roll) is conditional upon any reasonable requirements the School may from time to time impose which may include: a

satisfactory enhanced DBS check with barred list; immediate notification to the School of such person's immigration status and any changes thereto (if applicable); and completion of a written agreement confirming the basis of their occupation (which includes guidance on contact with boys, their responsibilities to supervise their visitors and notice that the use of the accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with boys).