



RUGBY SCHOOL THAILAND



VISITOR POLICY AND CODE OF CONDUCT

THE WHOLE PERSON THE WHOLE POINT

The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

Version Control

Policy number: RST_022	Version number: 1	Effective Date: 1 st November 2022
Responsible:	Reviewed by: Head of Pre-Prep	Date last reviewed: August 23
Approved by Sub-Committee: Gov & Compliance	Approval Date: November 2022	Date of next review: August 2024

This policy relates to:	
Responsible Department(s):	
Other standards:	
Legislation or other requirements:	

Review process

Policy review frequency: Annually or as required	Responsibility for review: Head of Pre-Prep
Review process: <ol style="list-style-type: none"> I. Head of Pre-Prep to conduct policy review. II. Modification will be made where appropriate. III. Submit for review and approval by the School Leadership Team. 	
Documentation and communication: Document decision changes will be written in as addition and approved via SLT. There will be an update on the Version Number of the Document.	

1. AIMS

- 1.1. The RST community warmly welcomes visitors to our campus.
- 1.2. As a school we have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This incorporates the duty to “safeguard” all pupils and staff from subjection to any form of harm or abuse. It is the Governing body and the Senior Management’s responsibility to ensure that there is no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures.
- 1.3. To ensure that the pupils at RST can live and work in a safe and secure environment where they are protected, supported and guided both inside and outside of the classroom. To ensure that visitors to the school are aware of our policy and expectations with regards to the safeguarding of the pupils. To ensure that visitors comply with our guidelines.

2. OBJECTIVES

- 2.1. To have in place clear protocols and procedures to ensure that our school is a safe and secure environment for all our pupils and staff.
- 2.2. To ensure visitors, staff, parents, pupils are aware of and conform to child protection and safeguarding guidelines.
- 2.3. The policy applies to:
 - All external visitors entering the school site during the school day or for after school activities (including visiting music teachers, sports coaches, activity providers and topic related visitors e.g. authors, journalists);
 - All Governors of the school;
 - All parents;
 - All pupils;
 - Other Education related personnel (Child Psychologists, Inspectors, Book Fair staff) - Building & Maintenance and all other Independent contractors visiting the school premises.

3. PROCEDURE for VISITORS

- 3.1. All visitors must state the purpose of their visit. They should be ready to produce formal identification upon request.
- 3.2. Formal identification can include: driving license, ID card, passport, (copies not accepted), ID documents issued by the Government.
- 3.3. Cars arriving at the main security gate are stopped by a barrier unless the plate is registered with school.

- 3.4. Number plate recognition is run. For unauthorised cars (visitors) to school, ID is collected from the driver.
- 3.5. Security issue an ID Visitor badge (red lanyard) to the driver of the vehicle.
- 3.6. The visitor is directed to the Senior reception, Admin office, Pre-Prep office or staff accommodation as appropriate.
- 3.7. Upon arriving at either office the visitor(s) should:
 - Sign the visitor code of conduct (see below)
 - Sign in the visitor book/sheet stating their ID badge number, name, purpose of visit and time. At ADMIN office these apply to only visitors who don't have RST badge with them such as parent and followers
 - At the end of their visit they should sign out and return their badge.
- 3.8. All Visitors must wear their badges in a visible place. No one will be given entry to the School without identification.
- 3.9. If RST staff have a visitor to stay at their accommodation they must inform the Head of Security and complete a visitors' Code of Conduct, available from the Guards' House, HR department and in Appendix B.
- 3.10. If Boarding House staff have visitors to stay, visitors should complete the Living in Accommodation on the School Premises form, available in Appendix E.
- 3.11. Contractor **visitors /delivery personnel** sign in at Guards' house. After signing in and surrendering ID contractors receive a contractor badge. Following this they receive safety induction and training prior to entering the School.
- 3.12. Visitors include Admissions Tours, assessment groups, other Heads of school, family members. Delivery personnel will be dropping items and leaving and therefore, unless entering either building will not need to sign the Visitor Log.

โรงเรียนนานาชาติรีกบี้ – ข้อมูลผู้มาติดต่อ

Always wear your ID badge.

กรุณาติดบัตรผู้มาติดต่อตลอดเวลา

Use the designated adult toilets only.

กรุณาใช้ห้องน้ำสำหรับผู้ใหญ่เท่านั้น



Do not take any photographs or videos of children.

ห้ามถ่ายภาพหรือวิดีโอของเด็ก ๆ



Ensure you are not alone with a child

กรุณาอย่าอยู่ลำพังกับเด็ก ๆ



If you see or hear anything that concerns you, contact a member of staff.



ในกรณีที่ท่านพบเห็นหรือได้ยิน ข้อกังวล ข้อสงสัยใดๆ กรุณาติดต่อเจ้าหน้าที่

Thank you for following our Visitor Code of Conduct

ขอขอบคุณสำหรับการปฏิบัติตามข้อกำหนดของผู้มาติดต่อ

RST VISITOR CODE OF CONDUCT

RST values and welcomes the rich learning experiences the wider community provides for all of us. The following code outlines the general minimum conduct expectations for ALL visitors to RST. This code is intended to promote a positive environment which supports our child safeguarding policies and practices.

1. Visitors are expected to wear their ID badge so that it is clearly displayed at all times.
2. Visitors must not be alone with any pupils.
3. Visitors must avoid physical contact with pupils.
4. Visitors are expected to act and speak in a kind and respectful manner, particularly around young people.
5. Visitors are expected to use designated adult facilities, not pupil facilities (e.g., toilets, changing rooms).
6. Visitors are expected to treat others in a professional manner and with respect, upholding high standards of personal behaviour.
7. Visitors must report concerns about a young person's welfare, or if a young person discloses that they are suffering abuse or reveals information that gives grounds for concern. Visitors must pass on the information immediately to a member of staff.
8. Visitors should not accept money or gifts from pupils, or offer money or gifts to pupils.
9. Visitors are expected to seek permission from a member of staff before taking images / videos of pupils.
10. Visitors are responsible for their own actions and behaviour, and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.

By signing below, you acknowledge your agreement to the RST Visitor Code of Conduct as outlined above. If there is any violation of this Code of Conduct, you may be asked to leave the campus.

If you have any questions or concerns related to child safeguarding, please contact safeguarding@rugbyschoolthailand.ac.th or see a member of staff at Reception.

Full Name _____

Signature _____

Date _____

SAFEGUARDING:

All children have the right to grow up safe from harm. No child should suffer harm, either at home or at school. Rugby School Thailand is determined that everyone who visits or works here is aware of their responsibility to make sure that all our young people are safe.

Depending on the role you are carrying out, you may get to know some of the children whilst visiting or temporarily working at the School. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children, you should remember the following:

- If you are a boarding parent visiting your child at the School please introduce yourself to a member of the House team when entering your child's House;
- You must never be alone with a child who is not your own;
- If you find that a child seeks to talk to you on a regular basis, please inform DSL. - Never touch a child – unless there is immediate danger;
- Never exchange phone numbers or agree to contact a child whom you have met through your visit to the School.

Knowing if a Child is being harmed

If you are visiting or working in the School for business reasons, you are very unlikely to be engaged in any conversations with children. If, however, the purpose of your visit is to work with children, you may find that conversations with them result in concerns about their safety.

Young people will sometimes tell an adult if they are being harmed. They could tell you that they are being bullied at school, or even that an adult was treating them badly. It is also possible that you might notice something that made you think a child might be being harmed. Should this happen, listen but do not give advice.

If you think that a child might be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty of care to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.

Please remember: if you are worried about the safety of any young person in the school, you must report this concern to Jennie Windsor DSL (Whole school Coordinator) , Jason McAvoy-Edwards - DSL Senior, Will Howell- DSL (Prep) , or Sarah Shuttleworth (DSL (Pre-Prep)). Please do not remain silent – report any concern to any member of staff.

Appendix C - Example Parent and Visitor Sign-In Sheet



Rugby School
1829

Parent and Visitor Sign-In Sheet (Pre Prep)

Date 7/9/11	Parent or Visitor Name	Reason for Visit	Time In	Time Out	Visitor Badge Number

Visitor Form

Name of Visitor (ชื่อ -สกุล ผู้เข้าพัก ใน โรงเรียน)		
Staying with staff name (ชื่อ -สกุล พนักงาน/ บุคคลอ้างอิง)		Staff phone Number: (เบอร์โทรศัพท์ ที่บุคคลอ้างอิง)
Date of arrival (วันที่เข้าพัก ในโรงเรียน)		
Date of departure (วันที่ออกจากโรงเรียน)		
Proof of ID shown (photo copy given) (หลักฐานยืนยัน ยัน ตัวตน)	X Passport <input type="checkbox"/> ID card <input type="checkbox"/> Other (หนังสือเดินทาง) (บัตร ระบุ ประจำตัวประชาชน) (อื่นๆ)	

Please return a visitor card within 7 days after departure. Failure to do so will incur a charge of THB 1,000

Signed Staff Member Signed Visitor

Name: Name:

Date: Date:

Signed Security

Name: Date:



Living in accommodation on school premises

Agreement

Statutory regulations relating to the safeguarding of young people and national minimum standards for boarding schools place certain responsibilities on all people aged over 16 who live on the premises of a boarding school but who are not employed by the school.

For all persons over 16 (not on the roll of the school) who live on the same premises as boarders but are not employed by the school, all relevant police checks, at an enhanced level.

It is a requirement that there is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

Such residents should be aware of the following:

- Although contact with boarding pupils may not be avoidable on all occasions, where contact does arise it should always be maintained on a polite, yet formal, basis. Socialising with boarding pupils is not recommended.
- Any visitors you may invite onto school premises should be supervised to prevent entry into the boarding parts of the school. You are responsible for them whilst they are on school premises. Staying overnight occasionally does not amount to beginning to 'live on the premises' and such people should be treated as 'visitors'. A grandparent staying in the accommodation as an infrequent and irregular babysitter, for example, might be treated as any other visitor, but for a person staying overnight every weekend during term-time, the expectation is that they would, according to the Visitor Policy and Code of Conduct fall within this definition of living in accommodation on school premises and, consequently will be required to complete enhanced police checks.
- The accommodation in which you live is provided on certain conditions. Even if you are not the licence holder, any behaviour that is deemed by the school management to be potentially threatening to the safety of its boarding pupils may result in the licence for the accommodation

being withdrawn.

- You should immediately notify the relevant Head or Deputy Head (Designated Safeguarding Lead), if at any time you are charged with, or convicted of, any criminal offence.
- You are given notice that accommodation may cease to be provided if there is evidence that you are unsuitable to have regular contact with pupils.

I have read this agreement and accept the terms specified for living in school accommodation.

Name:

Signature:

Date: