



VISITORS POLICY

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

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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, visiting a member of staff in a boarding house, attending a school activity open to the public or using a campus for their own social activity.

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.

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.

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 the 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. Contractors and Service Providers.

It is the responsibility of any member of Wellington School staff arranging visits from contractors or service engineers to ensure that 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.

Boarding houses should maintain their own record of visitors attending student accommodation.

3. External Inspections

Staff are referred to the separate guidance on Visits by Warranted Officers which can be found on the Policies section of Firefly or in hard copy in the Policies files in the main School Reception and Prep School Reception.

4. 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;

Standard procedure is for all visitors to report to the main reception at the Prep or Senior School and to provide their name, time of arrival and purpose of the visit. The Receptionist will then issue the visitor with an identity badge and red lanyard, which must be worn visibly by them at all times whilst on campus. The Receptionist will contact the person they are visiting and ask them to collect their visitor from Reception.

During the School holidays, cover is provided by either the Prep School Reception or the Senior School Reception (08.45 – 17.00) apart from during the Christmas and Easter shutdowns. All visitors must sign in at the Senior School Reception.

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, drama and dance productions, 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 students in School are kept safe.

In the absence of a Receptionist, the nearest available staff member will admit the visitor, preferably but not exclusively a member of the Leadership Team.

Visitors must only use staff or visitor toilet facilities. They are not permitted to take photographs without the permission of a member of staff and they should refrain from using their mobile phones on campus.

At no time should any unescorted visitor enter a Boarding House.

It is acknowledged that there will be times when it is not practical to ask all unknown persons to sign in, for example, parents form opposition teams who are watching matches. At these times it is expected that staff will exercise good judgement, but also be especially vigilant due to the large numbers of visitors on such occasions.

The Reception team will check at the end of each school day to establish that all visitors entered have departed.

5. Visitors to the Campus Department/Contractors

All contractors must sign in at the Campus Office (located next to the Senior School Reception) 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 Campus Team. They are issued with a visitor's badge, which should be worn at all times whilst they are on School property.

6. Deliveries

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

7. Visiting Speakers and the Prevent Duty

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 students are present.

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

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

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

Staff or students who wish to invite a visiting speaker to the School must gain the Deputy Head Pastoral's approval at least two weeks in advance, providing full details of the speaker, who they will address and when and where this will occur.

The School will 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" as set out in that Guidance.

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.

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

8. Boarding Houses

8.1 Each boarding house should keep a visitors' book and employees and occupiers must ensure that all guests sign and date it on entry and before departure. The School reserves the right to inspect the visitors' book at any time.

8.2 Employees or Occupiers must ensure that Guests:

- May only access the area of the boarding house in which the employee or occupier resides and are not authorised to be in any other part of the accommodation unsupervised which is designated for students (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 employee or occupier's accommodation and back again.

8.3 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 campus.

8.4 Former Boarding students may visit the campus from time to time. If visiting during normal school hours they must sign in at the main School Reception and be escorted by either a member of staff, or a senior student at all times. If they are visiting out of normal school

hours or at weekends when the main School Reception is closed they must sign in at a boarding house with duty staff upon arriving on Campus; then, if in a House, be treated like visiting day students (only allowed in Common Rooms, not bedrooms), and if around campus, must be accompanied by a named student.

9. 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.

10. Visitors to the Sports Complex

Visitors will report to the Sports Complex Reception. The facilities are managed by a School employee and are organised in such a way as to ensure separation between students and the public through controlled opening times and/or physical segregation, including of the changing rooms in the Centre.

11. Grounds

There is one public footpath which runs through the School and which the School has no authority over. The School ensures the boundaries and paths are well marked and that gates are in place to prevent unwanted access to School land and premises which is 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 School land without prior notification and registration, and that such visitors are always escorted by a member of staff and display a visitor's pass.

12. Unknown, uninvited or potentially 'malicious' visitors to the school

Any visitor to the School campus who is not wearing a visitor's badge should be challenged politely by staff and, if they are visiting a member of staff or a student, be escorted to Receptions to sign in and to be issued with a visitor's badge. Failure to comply will result in them being asked to leave the campus and the Head or a member of the Leadership Team being informed. In extreme circumstances, for example, where the person refuses to leave, the police may be called and the Lockdown Policy implemented.

13. Staff Lanyards

All staff at Wellington School are issued with a blue lanyard and an identity card containing their name and photograph. Staff must wear these lanyards at all times whilst on the School premises so that they can be readily identified by students, parents and colleagues.

Staff should, however, exercise common sense in the use of the lanyard. For example, a House parent does not need to wear one around the boarding house in the evenings, and maintenance staff may place their lanyards in a pocket if they are carrying out work where the lanyard could get entangled in machinery.

If a member of staff loses their lanyard they should contact the HR Team to obtain a replacement.

14. Governors and Volunteers

Governors and volunteers should follow the same procedures as other visitors when coming onto the School campus. They are issued with green lanyards. These should be worn visibly at all times while they are on the Campus.

15. Café 37

15.1 School Café (Café 37) – Safeguarding Arrangements

Café 37 is supervised by a member of school/catering 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 students 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.

15.2 Use of Café 37 by parents

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

Monday to Friday, 08:00 to 16.15

Saturday 08.45 – 14.15

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/catering 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.

15.3 Toilet facilities

Any parent using Café 37 who wishes to use a toilet can use the WCs within the Café building.

There are a number of WCs across the Campus which are signed for Staff and Visitor only including the School Reception, Classroom Block, PRSC, Studio, ARC and Prep School.. Students do not have access to these facilities.

16. Raising Awareness of visitor safety with students

Students will be reminded on a regular basis that they should report unknown visitors to a member of staff. Under no circumstances should students challenge an unknown visitor if they believe them to be a potential threat to their safety.

17. General

The School reserves the right to refuse to allow any Guest to enter the School grounds including on-site and/or off-site accommodation where he/she is deemed to be unsuitable by the Head or a member of the Leadership Team.

Visitors must conduct themselves in an appropriate manner at all times and should not cause a nuisance, disturbance or annoyance to any person. The School reserves the right to require a visitor to leave the School campus at any time, either on a temporary or permanent basis, in the event of any instances of inappropriate behaviour.

Employees or occupiers must report to the Head, Director of Operations or another member of the Leadership Team any instance where a visitor does not behave appropriately or otherwise fails to comply with this policy.