



VISITOR POLICY

This policy addresses the threat of unauthorised intrusion by outsiders and the risk to pupils, staff and property. The security of people must be the primary concern but the protection of property, whether belonging to the College, pupils or staff, e.g. from theft and vandalism, must also be considered.

Dulwich College is first and foremost an educational establishment for children aged 0-18 years and the security and well-being of the young people in our care is our primary responsibility. Extensive co-curricular and Games programmes involve pupils in a variety of activities which may require access to the school campus at different times of the day or night, sometimes bringing friends and family onto the campus.

The College has an ethos of inclusivity and openness. The beautiful grounds and iconic Barry Buildings are a defining landmark in Dulwich and an attraction to many visitors. The College takes its custodianship of the history of Shackleton's legacy (including the James Caird), PG Wodehouse, and other Old Alleynians extremely seriously. The grounds and the buildings are much in demand by the community and in frequent use all year round for a wide variety of activities.

A balance must be struck between the prerequisite of maintaining a safe and secure environment and a continuing spirit of openness, delivered through a visitor policy which is effective, practical and enforceable. By providing for the effective control of visitors, this policy addresses the risks to both people and property.

Risks

Risks to pupils include: mugging, physical assault or intimidation, threats, approaches from undesirables, kidnap and extortion. Not only must pupils be kept safe from these threats, they must also *feel* safe.

Risks to staff by intruders are most relevant to lone and late working.

Risks to boarders who have access to the campus at quieter times of day.

The risk to property affects all members of the College community, who are entitled to feel and be secure at their place of work and education.

The Challenge

The 75-acre site has to be accessible to a wide variety of visitors at many and different times of the day including:

- Parents dropping off/picking up, attending sports fixtures, visiting the Commissariat, Nearly New Shop or School Offices
- Contractors and deliveries to different departments
- Visitors to the Master and departments or those with general enquiries

- Visitors to the Theatre, Music School, Archives etc.
- Games fixtures and spectators
- Those attending events organised for external agencies

The location and layout of the campus is such that vehicles drive onsite to park; off-site parking facilities are limited. Reception is situated in the centre of the Barry Buildings, some 150m from the Main Gate, which poses a further challenge, requiring oversight.

Total 24/7 perimeter security would require a very large security team and is not possible or practical.

The priority is to ensure the safety of pupils (including boarders) during the school day and of staff working late at night.

SUMMARY OF ACCESS ARRANGEMENTS

During defined hours, access to the Main Campus will be controlled at the perimeter and the site will be closed and secured. At other times, security in the open external areas of the campus cannot be guaranteed and visitors may be able to enter the site, although strangers on the campus should be challenged politely.

To differentiate between the times, the policy refers to **'CLOSED'** and **'OPEN'** hours of operation:

- During **'CLOSED'** hours the College will be secure and perimeter access is strictly controlled. This is the default position for the College school day during term time
- During **'OPEN'** hours general campus security cannot be guaranteed and the public may gain access. Staff and pupils must be aware and act accordingly to ensure personal security

'OPEN' hours:

- Perimeter access cannot be so rigorously controlled; gates will be open during drop off and pick up times (See Table for timings). Security will be exercised by the awareness of Site Officers and staff
- Whilst the College is a private site and visitors are only permitted on site at the College's discretion, staff and pupils need to be aware that the public may quite easily gain access to the external areas of the main campus
- Pupils and staff should treat the campus as they would a public place and be appropriately vigilant
- Boarders must be made aware that in using or transiting the College grounds they are on an open campus
- Boarding staff and those arranging co-curricular and sports activities should ensure appropriate supervision; buildings are access controlled outside of normal hours of operation.

Perception is important to an effective security regime and the vigilance of *all* staff in challenging and questioning strangers will go a long way to creating an environment of deterrence.

The **weekday term-time** schedule is as follows:

MAIN SCHOOL	
00:00 - 07:30	CLOSED
07:30 - 8:35	OPEN
08:35 - 15:45	CLOSED
15:45 - 16:15	OPEN
16:15 - 00:00	CLOSED

JUNIOR SCHOOL	
00:00- 07:30	CLOSED
08:00 - 08:30	OPEN
08:00 - 15:45	CLOSED
15:35 - 16:00	OPEN
16:00 - 16:55	CLOSED
16:55 - 17:05	OPEN
17:05 - 00:00	CLOSED

'CLOSED' HOURS DURING TERM-TIME

All College gates are closed and controlled by Site Staff (see Table for timings).

- Main Gate (A205, South Circular) is kept closed and is manned
- Site Officers man College Road Gate at lunchtime (13:15-14:35). *Please note: Site Officers are not responsible for the safety of pupils, whilst crossing College Road*
- All other gates closed and remotely operated

Staff and Pupils access the campus with ID access cards.

Visitors are required to sign in and wear a red Visitors Pass (College ID) at all times. They are to be escorted by the host member of staff at all times whilst on campus.

College ID should be displayed by all adults onsite (staff, contractor or visitor) at all times. Any adult not displaying this ID should be challenged politely.

ARRANGEMENTS DURING 'CLOSED' HOURS

VISITORS

- **Expected Visitors.** As far as possible, visitors should be booked in through the My Dulwich Helpdesk in advance, with details of car registration. Contractors are to book in at the Maintenance Department (see below). Expected Visitors will be checked at the Main Gate and directed to Reception (or Junior School Reception) where they will sign in to our digital visitor system (which records various relevant personal details, a photographic image and times of entry and exit) and be issued a Red Pass (College ID). The member of staff responsible for arranging the visit will be notified and should collect their visitor(s) from Reception. Once they have collected their visitor, the staff member is responsible for ensuring the visitor is escorted at all times until they have been returned to Reception to return their pass and leave the premises. Hosts should satisfy themselves that their visitors do leave the campus (recognising the need to move to an exit gate after digitally signing out at Reception).
- **Unannounced Visitors.** Ad hoc visitors, or those who have not been booked in advance, will be required to identify themselves and state the purpose of their visit to staff at the Main Gate. They will be asked the name of the person they are visiting and, if a parent, to provide the name of their son and his Year.
- **Parents.** Parents visiting the Main Campus during the school day (attending sports fixtures, visiting the Commissariat, Nearly New Shop or other school offices etc) should be asked to identify themselves at the Main Gate. This includes parents from other schools attending sports fixtures. (It is not practicable for the College to require parents accessing **external** areas to sign in, wear a pass or be escorted.) Staff should be vigilant and helpful towards parents and any other individual not wearing a pass. Parents accessing **internal** areas/buildings will be required to sign in at Reception, wear a pass and be escorted. Staff should be polite but vigilant towards parents and other individuals not wearing College ID.
- **Contractors:** All Contractors must report to Maintenance on arrival at the College. Prior to arrival, they need to fill out the Pre-Qualified Questionnaire and be entered onto the CAFAM database (Green List). On arrival, Maintenance staff will check their DBS clearance, Risk Assessment Method Statement (RAMS) and in-date Induction. Once signed in, they will be issued with a numbered blue Contractor Hi-Vis Vest and a pass.
 - **Permanent Pass Holders & Visiting Contractors** (with DBS clearance) must display their passes and wear the Hi-Vis vests at all times. They do not need to be escorted whilst onsite.
 - **Visiting contractors** (non-permanent pass holders without DBS clearance) will be encouraged to visit during Non-School hours as they must be escorted whilst onsite. Their escort will carry the job-specific DBS Safeguarding Risk Assessment.

- **Deliveries (07:30 – 16:00)** All deliveries should arrive at, or be re-directed to the Main Gate (A205 South Circular) from where they will be directed to the Delivery Bay outside the Stores. The driver signals his arrival at Stores and the delivery is received and signed/ e-signed for. The consignment is then booked into the delivery register.
 - **Access to the College.** Any driver requiring access to any area other than Stores, must have DBS clearance and is required to sign in at Maintenance (as per Contractors).
 - **Out of Hours Deliveries.** No deliveries should be scheduled outside the defined timings (07:00-16:00), but where this happens, Site Officers will manage the Delivery.
- **Specified Deliveries.** There are a number of specified daily and regular deliveries/ services, where non-DBS cleared individuals are allowed onsite:
 - Royal Mail Postman delivers directly to the Post Room in Reception
 - The Bank Courier collects money directly from the Commissariat
 - Newspaper Delivery Man delivers directly to Reception
 - Regular Waste Collections from various bin locations
- **The James Caird and the Archives.** Members of the public will not be permitted access to the James Caird during the school day without prior appointment. During a pre-arranged visit they are to be escorted at all times.

Boarders

Staff are to ensure appropriate supervision of boarders and pupils onsite during these times to ensure their safety. The risks to pupils in the open areas of the campus should be assessed as if they were a public place. No access will be granted to riskier (eg laboratories, DT, theatre) parts of the campus unsupervised.

'OPEN' HOURS DURING TERM-TIME

- **The Campus is Not Secure.** During **OPEN** hours, access is harder to control and monitor, and therefore it should be assumed that the campus may be accessed by strangers
- College gates will be open and manned by Site Officers at the start and end of the school day (see Table for timings). The gates may also be opened for specific events or activities at the College outside these hours
- **Access to buildings** will be by ID access card, except for those in use for events or activities for which public access is planned and managed.

ARRANGEMENTS DURING 'OPEN' HOURS

The following procedures apply:

Buildings

Access to College buildings will be by ID access card only (except in designated areas of high footfall).

Zoned areas of certain buildings may be left unlocked for use by events, either external or internal. These areas will be managed by College staff as advised by the Events or Facilities teams.

All events and activities using College buildings must be notified via My Dulwich to Facilities. This is an important requirement for the purposes of fire safety, as well as physical security.

Gates to Main Campus

All gates will normally be closed and operated remotely but this cannot be guaranteed due to activities and events which may be taking place. Some or all gates may be left open to facilitate access by, for example, visitors to sports fixtures or other College events, or events when the College facilities are hired to other users.

Visitors during 'OPEN' Hours

Access to the general campus cannot be directly controlled during 'OPEN' hours and gates will not be manned by security staff.

Visitors during School Holidays

Visitors will be required to sign in at Reception and wear a red pass during the working day. A Visitor's Pass is not required at other times.

Contractors

Same as for CLOSED hours

Security during School Holidays

Reasonable security should still be provided for staff working onsite, in offices etc, and access to buildings will be by invitation only.

Escorts/ Assigned Areas

Visitors within College buildings should be escorted unless assigned to and controlled within a prescribed area of activity e.g. a contractor working in a particular part of the building.

Children

Children may be onsite during the school holidays, when the campus is designated 'OPEN', so staff in charge of those children should supervise them accordingly.

The James Caird

Visitors to the James Caird will be required to book in advance. They are to be escorted at all times whilst visiting the James Caird, to ensure that this important heritage asset is protected.

LOCATIONS OTHER THAN THE MAIN CAMPUS – APPLICABLE AT ALL TIMES

Building Access to:

- Boarding Houses
- DUCKS
- The Sports Centre
- The Trevor Bailey Sports Ground
- The Boathouse (Putney)
- The Outdoor Centre (Wales)

will be controlled at all times of the year regardless of arrangements for the Main Campus; these buildings are to be kept closed and secure at all times, with entry being controlled by appropriate staff.

Playing Fields

The following Playing Fields are to be treated as if they were public places; pupils are to be supervised by staff at all times when travelling to and from and using these areas, as they are when moving to the Sports Centre:

- Ellerbank Playing Fields
- The Tank Fields
- The sports grounds east of College Road
- The Trevor Bailey Sports Ground

The Boat House (Putney) and the Outdoor Centre (Wales)

The Putney Boathouse and the Outdoor Centre will be managed under localised arrangements, to prevent unauthorised access at any time.

Policy Owner:	Chief Operating Officer
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