GIGGLESWICK
SCHOOL

Visitors' Policy

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1 INTRODUCTION

This Policy should be read in conjunction with the policies/statutory guidance listed below:

- Safeguarding Policy and Procedures
- Staff Code of Conduct
- National Minimum Standards for Boarding (2022)
- Keeping Children Safe in Education (2025)

1.1 SAFEGUARDING

Giggleswick School (the "School") is committed to safeguarding & promoting the welfare of all its pupils and expects all staff and volunteers (**including visitors**) to share this commitment by complying with the School's *Safeguarding Policy and Procedures* and the *Code of Conduct for Staff* at all times.

There are many potential benefits for the School community from encouraging parents and visitors to the School. Visitors make an important contribution to the life and work of the School and interaction with the wider community supports the development of our core values of courage, commitment, curiosity, compassion and integrity.

The School also has a duty to protect the safety and welfare of pupils and staff and to ensure that any visits avoid disruption to the educational process. A balance must therefore be achieved between the potential benefits and risks associated with visitors to the School site. Smoking (including vaping) is not permitted on the School site at any time.

2 ACCESS TO THE SCHOOL SITE

This policy is intended for use within all areas of the School which can be accessed by persons outside of the School's employment. This 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 School premises.

The School shall, so far as reasonably practicable, take steps to prevent unwarranted access to School premises or land which are prohibited to people from outside the School.

The School shall ensure that, as far as reasonably practicable, areas accessed by members of the public will be managed in a suitable manner by means of visitor registration, visual printed permission badges issued by the School, personal chaperoning by a School employee, and polite challenging of persons who are not known as employees.

The School shall ensure areas of classrooms and boarding houses and other buildings are adequately staffed with the School's employees through term times and are locked down when not externally let or otherwise required out of term time. The School only allows its buildings to be let to outside agencies following due diligence on the organisation (including checks on their safeguarding policy and procedures in line with *Keeping Children Safe in Education 2024*) and agreement to standard terms and conditions.

There are public footpaths through the School over which the School has no authority, and the School ensures the boundaries and paths are well marked. Signs direct visitors to Reception.

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 is reasonably practicable, ensure that:

- No unauthorised persons are allowed in School buildings, or related clubs or facilities.

All visitors are registered through Reception or the Facilities Department and display a visitor's pass in a red/blue or green lanyard

The following lanyards are used:

1. Red: visitors are not DBS checked and must be accompanied by a member of staff at all times.
2. Blue: given to visitors to Chapel and visiting parents on guided tours with staff and pupils.
3. Green: DBS cleared and may move around the campus unaccompanied.

- All visitors are escorted by a member of staff throughout their visit unless DBS cleared by the School.
- DBS checks are completed for regular contractors working on site.
- Closed Circuit Television is used on site to record activities across the site.
- Security Officers patrol grounds from 19.00 to 00.00 every nightand check buildings are secured.
- All pupils and staff are encouraged and regularly briefed to challenge politely unknown persons, especially if not displaying a pass, or are wearing a red/blue lanyard and are not accompanied by a member of staff/off the Chapel visitor's route.
- All employees wear School name badges (or a lanyard in lieu).
- Systems on entry doors to boarding houses, and Prep and Pre-School buildings, are in place to deny visitor access.

All visitors are directed to the Senior or Prep School's main reception, where they are asked to sign in and can be briefed, badged and collected or directed to the correct venue, or introduced to the member of staff who is hosting them.

Within the site, access to individual buildings is controlled by keypad entry and boarding houses are alarmed at night. There are three access levels:

- Boarding houses and the Prep School; pupil toilets: no unrestricted public access
- Academic teaching areas: visitors if accompanied by a member of staff
- "Public" areas, which are deemed to be as follows:
    - Areas related to boarding houses and outside the Prep School when parents are collecting or dropping off their children at published times.
    - The Flat and the Richard Whiteley Theatre (the RWT) for public performances.
    - The main drive leading to the Attermire Building for those approaching reception or the Bursary.

In addition, the School grounds include public footpaths at Papes and Lords which by their nature are public areas.

Anyone that is suspected to be on site without permission or with ill intent should be reported to reception or a member of staff immediately. If appropriate, they should be challenged by a member of staff and asked to leave, and reported to the police if required.

3 VISITORS

This policy applies to visitors to the Senior, Prep and Pre-School:

- All staff employed by the School and volunteers
- All pupils and parents
- All external visitors entering the School site
- All governors of the School
- Other educational-related personnel
- Building, maintenance and all other independent contractors visiting the School premises

3.1 GROUPS

Groups who use the School premises will be responsible for signing in all visitors using a group signing in sheet, which can be scrutinised by the Commercial Manager. Where courses or events are run which are not connected with the School, then it is the responsibility of the course organiser to ensure that there is a record of all attendees.

Where the School facilities are used for an event such as a wedding, concert or fair then the area in use will be temporarily designated as a public area and arrangements will be made to ensure that visitors remain within these areas.

All groups who hire the Sports Hall in term time are instructed to begin their sessions at 1830 to minimise the risk of crossover with pupils. Groups are only permitted to use the Sports Hall and the visitors' toilets in the squash courts/main hallway, not the pupils' changing areas or toilets. This is clearly signed and briefed to groups. All pupils participating in School activities in the Sports Hall and Gym are supervised by School Staff.

3.2 DELIVERIES & CONTRACTORS

Deliveries should be made to the Facilities Department on Raines Road. Individual boarding houses have clear signs, indicating that delivery drivers should report to this central point.

Contractors who arrive before 0900 are directed to the Facilities Department at Eshtons where they are required to sign in, undergo relevant checks and be given a visitor's pass.

Visiting artists to the RWT or Chapel are provided with an information document for visiting companies, which includes the same details as this policy. Smaller companies are issued with visiting companies ID badges. For larger groups, the group leader is asked to maintain a signing in and out register for their artists.

3.3 THE RWT, CHAPEL AND SPORTS

Members of the public attending performances or events at the **RWT** or **Chapel** are admitted through a ticket system and given clear directions about where to park and how to find the venue. These events are publicised and when deemed necessary, additional security or assistance with directions and monitoring parking is provided.

Under the conditions of the Heritage Lottery funding received for restoration, members of the public are allowed to visit the School's **Chapel**. Keys can be obtained from Reception and visitors are asked to sign in and out, providing names and addresses. Each group is issued with a distinctive visitor's Chapel key and fob as well as a blue lanyard (see section 5).

Members of the local community using the **squash or tennis courts** are required to register with the Bursary to obtain tokens or a permit before using these facilities.

4 INVITING VISITORS

All visits should be planned (including visiting speakers, teachers from other Schools, external coaches or visiting professionals such as music teachers or drama practitioners) and relevant members of the Senior Leadership Team (SLT) should be made aware of who is visiting and the purpose of their visit.

Reception/Prep School Office should be informed in advance of who is coming and have a copy of their programme.

The catering department should be informed in advance if visitors require a meal.

The host member of staff is responsible for ensuring that if the visitor requires any access arrangements or has any specific dietary needs that they are known and appropriately met.

5 REGISTRATION

Visitors are required to check in and out at Reception using the registration device. Where arrival time is outside the usual Reception opening times, alternative arrangements are made for signing in and out.

Visitors are asked to bring photo **ID** with them or a copy of the invitation to visit. If the visitor is a **visiting professional** or part of an external organization, Reception staff will ask to see their organisation's ID badge to confirm their identity. This includes teachers accompanying groups of students on exchange visits.

Visitors are asked to refrain from using any **cameras or mobile devices** (e.g. mobile phones/tablets) whilst in School and advised that mobile devices must not be visible in locations where children could be present. The Pre-School and Prep School are mobile device free areas.

The ***School Visitors' check-in device*** records: name; organisation; whom they are visiting; time in; vehicle registration; date; ; and time out. All visitors are asked to read the notices in the *School Visitor's* check -in deviceincluding this message:

Welcome to Giggleswick School

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Notice to all visitors

Please follow school procedures whilst on the premises.

Upon signing in you will receive a visitor pass; Please wear it visibly at all times when on our school campus.

Visitors will be met in the reception area and escorted into the building by a member of staff.

Please sign out when you leave the school campus and return your Visitor Pass.

Mobile phones: Visitors to the school are permitted to have mobile telephones on their person; Please set your phone to silent on the school campus. The use of mobile phones is only permitted in the staff common room or office areas during the school day.

Visitors may not use mobile phones or other electronic devices including cameras, to take photographs and videos.

Safeguarding children: If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact reception as quickly as possible and ask to speak with Emma Jane Wharton, the Designated Safeguarding Lead.

Health & Safety: Your safety and well being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

Classrooms and boarding accommodation: Do not enter classrooms and boarding accommodation unless escorted by a member of staff or by prior arrangement.

Emergency: Fire Evacuation Procedures are clearly displayed around the school. If the fire alarm sounds, leave the building by the nearest exit and proceed to the designated assembly point. Do not re enter the building until you are told it is safe to do so.

Accidents: Any illness, injury or accident must be reported to reception.

Smoking: It is against the law to smoke on school premises.

Property or vehicles: the school accepts no responsibility for any loss or damage to visitors' property or vehicle.

Parking: visitors are asked to park at Style Car Park on Raines Road unless you have been instructed otherwise.

Visitors are issued with a ***Visitor's Pass*** and asked to wear this visibly at all times. They are also issued with a Visitor Information Leaflet (see Appendix A).

Visiting parents are issued with a single *Visitor's Pass* for the whole group. They are accompanied by senior pupil guides or a member of staff at all times. If the group contains a single adult then a member of staff will accompany the tour at all times.

All visitors are asked to read the information on the reverse of the *Visitor's Pass*:

> **WELCOME TO OUR SCHOOL**
> 'The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.'
>
> **NOTICE TO VISITORS**
> **Health & Safety:** Your safety and well-being during your visit are important to us.
> As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
>
> **Classrooms & Boarding Accommodation:** Do not enter classrooms and boarding accommodation unless escorted by a member of staff or by prior arrangement.
>
> **Emergency:** If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.
>
> **Accidents:** Any illness, injury or accident must be reported to the School office.
>
> **Smoking/Vaping:** It is against the law to smoke/vape on School premises.
>
> **Property or Vehicles:** The School accepts no responsibility for any loss or damage to visitors' property or vehicle.
>
> **Safeguarding Children:** If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for safeguarding.
>
> **PLEASE WEAR THIS PASS AT ALL TIMES AND RETURN TO RECEPTION BEFORE LEAVING**
> **RETURN TO RECEPTION BEFORE LEAVING**

All visitors will be given a **colour-coded lanyard** with the Visitor's Pass. A red lanyard signifies that the visitor must be accompanied at all times by a member of staff. A blue lanyard signifies that the visitor is on a pre-prescribed route either to and from chapel or on a tour. A green lanyard means that they have a DBS check with the School and they do not need to be accompanied around the campus.

At the end of the visit all visitors are asked to check out at Reception and return the *Visitor's Pass*.

6 SUPERVISION

Visitors are accompanied at all times and are not allowed unsupervised access to pupils, unless they are visiting professionals working individually with a child (for example, they are the child's registered social worker or counsellor) and the arrangement has been pre-approved by a member of the SLT.

6.1 UNCHECKED STAFF AND CONTRACTORS

All staff who are employed to work at the School are required to have an enhanced criminal records check carried out by the Disclosure and Barring Service. Contractors who undertake regulated activity or work on the site on a regular basis are also required to complete a disclosure.

Other than in exceptional circumstances, employees and contractors will not be able to start work until the necessary clearance has been obtained.

In these exceptional circumstances the HR Department will carry out a risk assessment which is signed by the Head of HR, the Bursar, the employee and their line manager. If a decision is made that the recruitment of an individual (or use of a contractor), before receiving clearance from the DBS, is key to the operation of the school, specific supervision criteria is put in place. The individual will not be allowed to work alone, nor will they have access to any boarding house until DBS clearance has been received. Prohibition checks are also carried out for teaching staff.

6.11 AGENCY STAFF

No person supplied by an employment business ("Agency") to the School should begin work at the School unless the HR Department has received written confirmation that the appropriate regulated safeguarding recruitment checks have been carried out by the Contractor / Agency.

6.12 OTHER

There is not an expectation for a tradesperson, making repairs on a "one-off" basis, to be DBS checked. However, this person would need to check in and check out, obtaining a visitors' badge from the Facilities Department (or other department as appropriate) and be supervised by a member of staff at all times during their visit.

6.13 CATERING STAFF (HOLROYD HOWE)

An agreement is in place between the School and Holroyd Howe whereby the latter confirms checks and processes are in place for staff appointed to work in the Catering Department. Checks include:

- Identity check and right to work in UK
- Enhanced DBS check including Children's Barred List
- Completion of application form to confirm work history
- Medical fitness for role
- At least two satisfactory references
- Overseas check for those working or living overseas for more than 3 months in the last 10 years
- Driving licence check (as applicable)
- Disqualification, prohibition or restriction from working with children checks
- Verification of qualifications
- Relevant safeguarding training (KCSIE and School policies)

7 OTHER

7.1 VISITING SPEAKERS

External speakers must be approved by the Second Master in consultation with SLT or Head of the Prep School. Speakers are generally from established companies or charities or come through strong recommendation from other Schools. Visiting speakers are accompanied by the member(s) of staff hosting the event at all times.

The School does not give a platform for extremist speakers. As such, staff who invite speakers into the School need to demonstrate due diligence in checking the background and on-line profile of each speaker. This is also true for virtual talks and meetings that involve members of the School community. A record of checks is held by the Second Master via a Microsoft Form completed by the member of staff overseeing the visitor in advance of their visit. Visiting speakers is a standing item at the SLT meeting each week and upcoming visiting speakers are discussed. Visiting speakers are sent the visitor information prior to their visit so that they can familiarize themselves with the visitor process.

7.2 VEHICLES

All visitors are asked to abide by the one-way signs and 5 mph speed limit on campus. Vehicles should be parked in the designated parking areas for visitors. Disabled parking spaces are available close to Reception. Vehicles are parked on the School site at the owner's own risk.

7.3 FIRST AID

The School's central First Aid Post is the Wellbeing Centre.

7.4 FIRE/EMERGENCY SITUATION

Visitors will be guided to the nearest fire assembly point by the member of staff supervising or organising their visit.

In the event of a fire alarm the Receptionist is responsible for taking the *School Visitor Register* to the fire assembly point (including a practice).

In the event of a campus-wide or area-specific lockdown, visitors will be guided to safety by the member of staff accompanying or supervising the activity.

7.5 ACCESS TO BOARDING HOUSES

Access to boarding houses is strictly controlled. There are clear signs within each house indicating the boarding areas beyond which visitors to that house are not allowed to pass, unless they are accompanied by a member of staff. In each house, there is a designated visitor's toilet, clearly signed.

Parents should not have unsupervised access to the boarding houses and are made aware of our policies and procedures through the Parental Handbook and by reminders from Housemasters/mistresses at the beginning of each academic year. Pupils should not give out the keycode to their parents. Any parent or relative wishing to come into a boarding house may only do so if they report to the Housemaster/mistress, 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 pupils' rooms. Parents who have not made themselves known to House staff should expect to be challenged.

Entry to boarding houses is controlled by electronic keypad, the combination to which is changed by SHS at the start of each term. Entry/exit points to houses are alarmed by duty staff each night after lights out (2230) and opened again the following morning.

7.6 GUESTS OF RESIDENTIAL MEMBERS OF STAFF

There are several staff residential properties on the School site. For the purposes of safeguarding, guests of resident staff should be seen as visitors and must be supervised at all times. It is the responsibility of the Housemaster/mistress, Resident Tutor or resident to ensure that these guests are briefed accordingly and understand that they cannot access the boarding house unaccompanied at any time.

Boarding staff are required to notify the Second Master in advance of all occupiers and overnight visitors over the age of 16 (of whatever duration) to their accommodation when pupils are in residence. Visitors who are intending to stay with these staff in their accommodation for 7 consecutive days or longer when pupils are in residence require the prior written permission of the Second Master. 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 pupils, 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 pupils).

In the case of boarding houses, staff must ensure that guests:

- only access the area of the boarding house in which the staff member resides and are not authorised to be in any other part of the accommodation unsupervised which is designated for pupils.
- are escorted by a member of School staff from the entrance of the boarding house to the staff accommodation and back again (if the entrance to their accommodation is via the boarding house).

In the case of all School property, guests must:

- wear a Red Lanyard and be escorted by a member of School staff if they visit anywhere in the School apart from the staff accommodation.
- not be left alone in the staff accommodation.
- be kept under sufficient supervision by the member of staff to prevent them gaining unsupervised access to pupils or the accommodation of boarders.

Visitors under the age of 16 should be treated as a visitor over the age of 16 for the purpose of boarding houses. Around school, they must not be left alone in staff accommodation and be kept under supervision on school premises.

APPENDIX A VISITOR INFORMATION LEAFLET

GIGGLESWICK
SCHOOL

Visitor Information

Welcome to Giggleswick School. Please take a few moments to read this leaflet.

Welcome to our beautiful school, here, in the Yorkshire Dales. We hope you enjoy your visit and the company of our pupils and staff. We recognise and promote our responsibilities for safeguarding and health and safety.

Visitor Arrival Information

On arrival, please ensure that you sign in at reception and show a form of photographic ID. You will be given a visitor's lanyard. It is imperative that you wear the lanyard **at all times** during your visit and it is visible. Please also ensure that you sign out when exiting the school site and hand the visitor's lanyard back to reception.

If you are a visiting professional or part of an external organisation, reception staff will ask to see your organisation's ID badge to confirm your identity.

Visitors who do not have an enhanced DBS check will be escorted at all times.

The following lanyards are used:

4. Red: visitors are not DBS checked and must be accompanied by a member of staff at all times.
5. Blue: given to visitors to Chapel and visiting parents on guided tours with staff and pupils.
6. Green: DBS cleared and may move around the campus unaccompanied.

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Safeguarding

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children, their families and carers, has a role to play in safeguarding children. The School expects all staff, Governors, volunteers, parents and guardians to share in this commitment.

If you have a safeguarding or child protection concern about a child, you must contact the **DSL, Emma-Jane Wharton (07389 182296)**, or in her absence, with a **deputy DSL, Anna Wood, Emily Thompson** or **Greg Brown** as soon as possible.

If you have a concern about a member of staff, you must contact the Headmaster, Sam Hart, or in his absence, the Second Master, Anna Wood. If you have a concern about the Headmaster, you must contact the Chair of Governors, Mr Alex Thursby, directly.

The staff at reception will help locate them or access contact details for you if needed.

Dealing with a Disclosure

If a child makes a disclosure relating to physical, sexual, emotional abuse or neglect the following procedures must be followed – these are the 'Six R's'.

1. **Ready**
   - A pupil may wish to talk to you at any point - if this involves safeguarding you must be prepared to listen immediately.
   - Do not ask the pupil to come back later or to make an appointment.

2. **Receive**
   - Listen carefully to what they say.
   - Do not show shock or disbelief.
   - Take it seriously.

3. **Reassure**
   - Tell the pupil that they have done the right thing by speaking out.
   - Do not promise confidentiality - you have a duty to refer. You can, however, state that information will only be shared with the people who need to know.
   - Alleviate guilt - the pupil is not to blame and they did the right thing in coming to you.

4. **Respond**
   - Do not ask leading questions (e.g. 'did X do this to you?') or interrogate them.
   - Do not criticise the alleged perpetrator.
   - Explain that you need to talk to the DSL. Do not investigate the matter yourself.

5. **Record**
   - Make brief notes if you can during the meeting, or if not, immediately afterwards.
   - Keep your original notes.
   - Record the date, time, place and the actual words used by the pupil.
   - Record statements and actions rather than your interpretation.

6. **Report**
   - Immediately contact the DSL or a deputy.

Appropriate Behaviour

As a visitor please remember we expect you to:

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Safeguarding Team (the DSL or a deputy).
- Never exchange personal contact details with a child or arrange to meet them outside of the school environment – this includes contact through social and personal networking websites.
- Never use a personal camera, including mobile phone cameras, to take photographs without prior permission being given.
- Do not enter classrooms or boarding accommodation.
- Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Remember...if in doubt...ask.

Fire and Evacuation Procedures

Local instructions for raising the alarm, summoning the Fire Service and evacuating the premises are posted throughout the school and must be complied with.

If the fire alarm sounds, please leave the building you are in immediately by the nearest exit and assemble at the appropriate assembly point (you will be guided to this). The main fire assembly point for school is the area in front of the Main Reception. Do not re-enter the building until told it is safe to do so by a fire marshal.

Fire alarms are tested routinely every Wednesday morning.

Incidents and Accidents

In the event of an incident or accident contact main reception or contact the emergency services directly on 999 or 112 in the event of a serious incident. If injured, obtain the assistance of a First Aider, via the main reception, or the Wellbeing Centre located next to the main Style Car Park.

You must also report to main reception any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved.

Other General Information

It is against the law to smoke or vape on school premises.

Visitor toilets – there are located along the corridor from the Main Reception. There is also an accessible toilet in the main Dining Room. Please ask the staff at reception for directions.

Access to the internet – all users of our school's systems and wi-fi must comply with the acceptable use policy. Please ask the staff at reception for details.

Please refrain from using electronic devices such as mobile phones whilst in any areas accessed by our pupils.