



# STAFF GUEST AND VISITOR POLICY

(including code of conduct)

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Lead for Review	Vice Principal/ Head of Boarding

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## AIM

Worthgate School has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work etc 1974 Act Sections 3 & 4). Proper supervision of access is also important for security reasons. In this policy, visitors will also include contractors appointed to undertake maintenance related works on Worthgate School premises.

This policy also takes into account and has regard to the National Minimum Boarding Standards (2022) 19.4: *All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining unsupervised access to boarders or their accommodation.*

## VISITORS

General guidelines are that all visitors will be met on arrival and supervised throughout the duration of their visit. Specific procedures are in place to issue and monitor the use of a 'visitor pass' system.

### Residences

Visitors to residences must sign in with the House Parent and be escorted by House Parents. Contractors not enhanced DBS checked are not allowed in residences during their opening times without a member of staff present at all times. The responsibility for the visitor rests with the Worthgate School member of staff that the visitor is visiting.

In the case of contractors carrying out repairs to the premises, the responsibility rests with the Maintenance team or the Operations Manager. Regular contractors that are DBS registered can be left to carry on with their works so long as they are signed in and briefed by the Maintenance/Operations Manager. Those contractors who are not DBS checked and less frequently used follow the same sign in procedure but are accompanied at all times during their visit.

Where it is likely that the visitor will be required to work on the premises for a considerable period of time, i.e. sufficient for them to be provided with a security pass, then they must be inducted by the Operations Manager, as appropriate.

In addition, students must not admit any outside visitors to boarding accommodation without authorisation from boarding staff. Again, such visitors must always be wearing visitors' badges and be accompanied by the student and not visit areas other than the common room.

### Visiting speakers

Visiting Speakers must have due diligence checks conducted to ensure that the material they are speaking on fits the remit of the school and does not lead to students being at risk of being drawn into terrorism or terrorist ideology. The speaker must always be accompanied and not be left alone with students and to have completed the sign in and out procedures and advised of fire evacuation procedures.

Please refer to the Visiting Speakers Policy for more details and to complete the checklist.

## **STAFF GUEST POLICY**

Our aim is to provide a fully safe and supervised environment for students. We accept that live-in positions mean that Boarding Houses are also staff members' homes, but the needs of the students must be met foremost. This policy is designed for live-in staff and addresses the access rights that their visitors have to the boarding environment.

Worthgate School allows visitors into School accommodation provided they sign in with House Parents on duty on arrival and sign out with House Parents when leaving the Boarding House. The visitors must be fully supervised throughout their visit and ensure they are only visiting during a staff member's 'non-duty hours', i.e. a member's day off or during 'breaks times'.

Overnight visitors are only allowed when the Boarding House is closed and when no students are present unless with prior authorisation from the Head of Boarding/HR Business partner.

Guests may remain in staff residence during the two hour "wake up" shifts during week day mornings, only with prior authorisation from the Head of Boarding.

When Boarding Houses are open, residential overnight visitors must have:

- Completed an Enhanced DBS check with Worthgate School
- Participated in an interview with the Head of Boarding
- Signed to adhere to the Visitor's Code of Conduct
- Received a safeguarding induction

Staff members will be responsible for any guest deviation from the Visitor's code of conduct including during evacuations and other reasonably foreseeable circumstances.

This policy takes into account and must be read in conjunction with the School's Safeguarding policy.

## **STAFF, GUEST AND VISITORS CODE OF CONDUCT**

### **PURPOSE**

1.1 To set out the school's expectations of all adults entering the boarding accommodation including bedrooms and/or common areas.

1.2 For the purposes of this policy the term 'adult' is defined as anyone over the age of 16

## **SCOPE AND REFERENCE DOCUMENTATION**

2.1 This document has referenced and is designed to comply with current standards of child protection and safeguarding guidelines and the Department of Education Boarding National Minimum Standards (2022) in order to ensure that everyone understands the restrictions and certain constraints on visitors and adult guests of our staff.

2.2 Worthgate School Canterbury has confidence in the high standards maintained in safeguarding by its residential and boarding staff and is committed to ensuring the total protection of the young people in our care.

## **DEFINITIONS**

3.1 (“Staff”) or (“Employee”) A person employed by Worthgate School Canterbury.

3.2 (“Adults”) Persons over the age of 16 not on the roll of the school.

3.3 (“Adult Household Members”) Adults partners living in Worthgate School Canterbury with an employee who is entitled to residential accommodation as part of their employee contract.

3.4 (“Guest Visitors”) Adult visitors to the accommodation who have undergone an enhanced DBS check

## **DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

4.1 Every adult member of a household occupying accommodation which is provided as part of an employee’s conditions of employment is required to have an Enhanced DBS clearance.

4.2 This clearance is required for all adults (other than an occasional visitor) before the accommodation is occupied.

4.3 The school will assist employees and their adult household members in obtaining two DBS checks.

## **GUEST VISITORS (OVERNIGHT)**

5.1 Guest visitors should always be conscious of the fact they are not school employees and have no status regarding the pupils for whom their spouse, partner, parent, companion is responsible.

5.2 Guest visitors should ensure that any contact with pupils is kept to a minimum and in case of any doubt refer to any member of staff on duty.

5.3 Adults leaving the premises should ensure all exits are secured in line with existing boarding practice and fire evacuation expectations. If in doubt, to refer to the member of staff on duty.

5.4 Guest visitors should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils. There are Salto locks to the boarding houses and clusters to ensure this separation is observed.

5.5 These barriers must be always respected. The term 'barriers' refers to both physical barriers such as doors and exits and emotional relationships, such as friendships with pupils.

5.6 **All** staff, including maintenance staff are instructed and encouraged to politely check and challenge individuals who appear to be moving in restricted areas of the school without a lanyard.

5.7 In the event of an emergency evacuation, Guest visitors are to accompany the staff member responsible for them and act as instructed.

5.8 Overnight stays in the Boarding Houses, during times when students are present, must be authorised in advance in writing/email by the Head of Boarding. In the Head of Boarding's absence, the Assistant Principal Pastoral.

5.9 These guidelines must be followed at all times by Guest visitors to protect the children of the school.

## **OCCASIONAL GUESTS TO BOARDING (DAYTIME ONLY)**

6.1 Boarding house staff may entertain guests in their houses during term time; but it is important that their host ensures that they are aware restrictions apply because they are visiting a school.

### **6.2 All guests should be advised they:**

- 6.2.1 Should not attempt to enter the areas that are designated for the boarders including the canteen.
- 6.2.2 Should be escorted from the door of the boarding house to the member of staff's accommodation and back again.
- 6.2.3 Should be asked to wear a visitor's badge and be escorted if they visit anywhere in the school apart from their host's accommodation.
- 6.2.4 Should not be left alone in their host's accommodation.
- 6.2.5 Guests should sign the signing in and out sheet for the relevant House.

**DECLARATION FOR NON – EMPLOYEES**

I, ..... [name] have read the document entitled Staff Guest and Visitor Code of Conduct.

I declare that I wish to occasionally visit ..... [name] in the accommodation that has been offered to my spouse/partner/parent/ [other] as an essential part of his/her appointment/employment as .....at Worthgate School Canterbury.

I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I agree that the school will obtain my DBS clearance before I attend the accommodation overnight.
- I will attend the safeguarding training which the school will arrange on my behalf.
- I am fully aware of the restrictions which the school has imposed upon relatives, members of the household and guests of staff who are employed by the school, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation.
- I undertake to notify the Principal and Head of Boarding at once if I am ever convicted of any criminal activity or part of an ongoing investigation.
- I understand that failure to comply with the school’s code for adult members of the households could result in my being asked to leave school accommodation.
- I understand that failure to abide by any Covid-19 / medically relevant guidelines will result in my being asked to leave the school accommodation

SIGNED: .....

NAME.....

DATE.....

## DECLARATION FOR EMPLOYEES

I, ..... [name] have read the document entitled Staff Guest and Visitor Code of Conduct in conjunction with the Staff Visitor and Guest Policy and referenced policies.

I declare that ..... [name] will visit me occasionally in the accommodation that has been offered to me as an essential part of my appointment/employment as .....at Worthgate School Canterbury.

I declare that:

I take responsibility for the actions of my guest and understand that any deviation from the above points, in conjunction with associated policies. As such, disciplinary action may be taken in response to any failing of the above.

I understand that if my guest fails to abide by the above points that Worthgate Schools will no longer permit said guest to any sites.

I understand that all requests to stay in accommodation overnight, whilst students are present in the building, must be submitted in writing or by email to the Head of Boarding at least 24 hours in advance of the given date.

I understand that it is my responsibility to ensure all COVID related guidelines will be followed

SIGNED: .....

NAME.....

DATE.....