

# VISITORS POLICY

---

Date of policy review:	September 2024
Date for review:	September 2025
Lead for review:	Assistant Headteacher Pastoral (AHP)
Approved By	Head Teacher

## Contents

Contents.....	2
Preface .....	3
Process.....	3
Visitors into Boarding.....	3
Student Guest Policy.....	3
Staff Guest Policy .....	4
Other occasions when a person may be left unsupervised with students.....	4
Appendices- Appendix 1: Guide to Lanyards.....	5

## Preface

Guildhouse School London has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work). Proper supervision of access is also important for security and safeguarding reasons. Guildhouse School has different types of visitors including those who have a professional role in education, those connected with the building, contractors or maintenance, student parents or relatives and other visitors attending an activity in school, such as a university fair.

The school does not allow any member of staff (including ancillary staff, sessional/contract staff, and volunteers) to work unsupervised with students unless that member of staff has been satisfactorily checked with the DBS in line with KCSIE.

## Process

As a matter of general policy, all visitors to school will be met on arrival and supervised throughout the duration of their visit and have no student interactions. In the case of contractors conducting repairs to the premises, the responsibility rests with the Operations Manager. Where it is likely that the visitor will be required to work on the premises for a considerable period and it is necessary for them to be provided with a security pass for the period that it is, then they must be inducted by the Operations Manager or a member of the Safeguarding Team as appropriate. They will require constant supervision unless they have been security checked appropriately and are on the Single Central Register (SCR). Therefore, upon arrival the member of staff will ask for ID and check it, then issue the visitor with an appropriate lanyard as directed by the Operations Manager or Operations staff member after they have checked the SCR. The lanyard must be always worn (see appendices).

All visitors sign-in at Reception using the electronic sign-in system where there is a statement regarding safeguarding, health, and safety (fire). Generally, the responsibility for the visitor rests with the Guildhouse member of staff that the visitor is visiting. The visitor must sign-out after having completed the visit.

## Visitors into Boarding

### Student Guest Policy

If a parent or family member wishes to visit PH, students must give Houseparents and Student Services at least 48 hours' notice of such a visit.

Parents or family members will be asked to show identification and must sign in when they arrive at Premier House. They will also need to wear a visitor's badge. The law requires visitors to be supervised by staff, but HPs will do their best to undertake this unobtrusively and give students and visitors "space."

Visitors are expected to stay no more than 30 minutes in Premier House and Houseparents are required to remind visitors if they are staying too long. Visitors who come in the evening must leave no later than 2030. The school always reserves the right for its staff to refuse to allow visitors to enter Premier House or to ask visitors to leave. Students' friends can pick up and drop off belongings from the entrance to Premier House. They are not allowed access to any part of Premier House.

To ensure the privacy and safety of our students and staff, photography and filming on school premises are only permitted with prior approval. Visitors must request permission before capturing any images or videos.

## **Staff Guest Policy**

This section is designed for living-in staff and addresses the access rights that their visitors have to the boarding environment.

Our aim is to provide a fully safe and supervised environment for students. We accept that live-in positions mean that residences are also staff members' homes, but the needs of the students must be met foremost.

Guildhouse School allows visitors into the school accommodation provided they sign-in on arrival and sign-out when leaving the residence. 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 'break times.' Staff members are further directed not to entertain visitors throughout their duty hours while on shift.

Staff are not permitted to have guests in the boarding house between the hours of 22.30 and 08.30, and no guest should be left unsupervised at any time, even in staff accommodation. All visitors must sign-in and out.

In line with National Minimum Boarding Standards, Standard 19 is always to be followed.

*'19.4-All persons visiting boarding accommodation or staff 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.'*

## **Other occasions when a person may be left unsupervised with students.**

All practicable steps are taken so that students are not entrusted to adults who have not been checked through the DBS. For journeys (e.g., by taxi) which involve giving such adults substantial unsupervised access to boarders, a DBS will be required. Additional security checks are made where appropriate to ensure identities of drivers.

*This policy has been written to meet the requirements regarding visitors contained in Part 3 of KCSIE 2024.*

## Appendices

### Appendix 1: Guide to Lanyards

Anyone in the main building (The School Building) must be wearing a lanyard with an ID badge.

If someone is not, they are to be immediately escorted (or ask someone trustworthy) to escort them to reception. Lanyards are assigned in line with the Colour system (below).

#### Lanyard Colour System

- **Green with writing** - is an external person who has been security checked and is on our single central register.
- **Plain Silver** - is a staff member of Stafford House (Language school) who has been security checked and is on our single central register.
- **Plain Yellow** - is a student who has either forgotten their lanyard or ID Card.
- **Dark Blue with writing (IA or PH)** - is a student at our school.
- **Light Blue with "Guildhouse School"** - is a staff member of Guildhouse.
- **Red** - is a visitor who must be accompanied around school due to not being security checked and/or not on our single central register. If anyone is seen as not being accompanied and wearing a red lanyard, they must be escorted to reception.



GUILDHOUSE SCHOOL  
LONDON



Creating tomorrow's change makers.