



SEDBERGH SCHOOL & CASTERTON, SEDBERGH PREP SCHOOL

Visitors' Policy	
Version	2017.2
Effective from	October 2017
Extent of Policy	Sedbergh Senior School Casterton, Sedbergh Preparatory School
Policy Owner	Deputy Head (Pastoral)
Review by	17 October 2018
Governor audit by	Safeguarding Governor
Frequency of Audit	Annual
Circulation	Parents by request House staff
Publication	Website

Sedbergh School and Casterton, Sedbergh Preparatory School (the School) are fortunate to occupy rural locations on the edge of a small market towns. This same setting creates challenges because a fundamental feature of the School is its open campus and close integration with the town. It is not possible to secure the campus, as one might an urban school, which would destroy the very essence of the School.

Our most important means of securing the safety of pupils and School property is **vigilance**. Suspicious behaviour, by a person with or without a visitors' badge, is a source of concern which should always be reported. The School will attract numerous visitors for a variety of reasons and these will be classified as day or overnight visitors.

Day Visitors

Parents of current boarding pupils

- Parents of current pupils may participate in all School events.
- They may visit their son/daughter's boarding house but should contact the House staff before entering the house.
- Parents may only enter sleeping accommodation or ablutions at the beginning and end of term or with express permission of House staff.

Visitors who are not parents of current pupils who wish to access any School buildings

- Senior school: Visitors should report to Reception at the Headmaster's Office or the Bursary
- Prep school: Visitors should report to the School Reception where they will sign in and will be given a visitors' badge. The Receptionist will check the legitimacy of the visit and brief visitors about visitors' facilities and arrangements for their visit. Where the visitor is not known by the staff member signing them in, they will present photo ID to verify their identity. This will be photocopied and kept on file with the visitors' record.
- Prep school: In the case of term time lettings, visitors report to their supervisor, who maintains a register.
- Visitors should return their badge at the end of their visit.
- Prospective parents will be hosted by guides or School staff throughout their visit and do not therefore require badges.

Overnight Visitors

Boarding house staff and their families may entertain guests in their private-side accommodation during term-time and invite guests to stay overnight. In such circumstances, hosts must ensure that guests are aware of the fact that certain restrictions apply because they are visiting a school. On arrival, guests must therefore sign a declaration in the visitor's book to acknowledge that they understand the following restrictions;

- They must not enter boarders' sleeping accommodation or ablutions without House staff supervision.
- They have been told which areas of the boarding house, if any are appropriate for them to visit.
- They should be aware of their responsibilities when engaging pupils in conversation.
- Prep School staff are required to have the specific permission of the Housemaster or Mistress, or Deputy Head, in advance for all occupiers, visitors and overnight visitors (of whatever duration) to the accommodation during term time. Visitors who are intending to stay with staff in the accommodation at the Prep School for seven consecutive days or longer require the prior written permission of the Headmaster; such consent will not to be unreasonably withheld. DBS checks are likely to be required for any visitors staying for seven days during term time

Contractors & Maintenance Staff Visiting Boarding Houses

All contractors and maintenance staff visiting boarding Houses should check in with the Matron on arrival and complete the visitors' signing in sheet (see appendix 1) which will be located near to the Matron's office in each house. If Matron is not available, then next to her office, there is a white board explaining where she is, with Matron's mobile telephone number and details of which of the pupils' bedrooms are not to be entered.

On conclusion of the visit, the visitor should sign out using the same sheet. Matrons will then record this information in the House SharePoint maintenance visitors' log.

GUN
October 2017

Appendix 1 - Staff and Contractor Signing In and Out sheet / Roll call sheet _____ House

Date	Surname	Employer	Time in	Time out	Mobile Number	Staff roll call in event of fire alarm

Visitors' Policy – Action Points

UNDERTAKING	BY WHOM
Report any suspicious behaviour of campus visitors, with or without a visitors' badge	All staff
Check the legitimacy of the visit when signing in all visitors	Reception staff – Prep School Reception, Bursary and Headmaster's Office
Inform appropriate reception when expecting a visitor	All staff responsible for a visitor
Check visitors have been issued with a visitors' badge	All staff responsible for a visitor
Ensure visitors' badges are returned to reception upon departure of visitors	All staff responsible for a visitor
Assess the risks of any visitor to the campus working independently	All staff responsible for a visitor
Ensure overnight guests are fully aware of their responsibilities	Boarding House staff
Ensure appropriate permission is sought in advance of visitors to Prep School staff accommodation	Prep School resident staff
Sign in/out of boarding House with matron and check which rooms/areas are out of bounds.	All contractors & maintenance staff