



# PRIOR PARK SCHOOLS

An Education for Life

## Access to school sites by unchecked visitors or staff

V 16

Whole Trust? Yes	Statutory? Yes	Website?
Reviewed: September 2016	Next review: September 2020	



**PRIOR PARK**  
**PREPARATORY**  
WILTSHIRE



**PRIOR PARK**  
**COLLEGE**  
BATH



**THE PARAGON**  
**JUNIOR**  
BATH



**PRIOR PARK**  
**SCHOOL**  
GIBRALTAR

Prior Park Schools (PPS) comprises four schools. Three of those schools, Prior Park College, The Paragon and Prior Park Preparatory School are incorporated in England as Prior Park Educational Trust Ltd. The fourth Prior Park School Gibraltar is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

## **1. Introduction**

This policy has been written in line with the National Minimum Standards (NMS) for Boarding Schools (April 2015) endorsed by the Independent School's Inspectorate (ISI). This policy is to be read alongside other policies relating to the safety and well-being of the Prior Park Schools (PPS) community, such as those on Child Protection and Safeguarding. These policies are actively followed in each of the PPS schools.

In keeping with the requirements of the National Minimum Boarding Standards, the schools seek to keep their employees and pupil's safe from uninvited visitors to the sites at all times.

## **2. Deliveries**

2.1. All deliveries are received at Reception except for deliveries to kitchen and cleaning departments (the delivery of those supplies is supervised by kitchen staff). Bulky items such as furniture and maintenance supplies may be offloaded at other locations, but will be supervised by a member of staff.

## **3. Registration of Visitors and Contractors**

3.1. The schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day) which is why staff should use their professional judgment about the need to escort or supervise visitors.

3.2. Staff should be aware of all visitors to the Schools and to the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed over to them. The Reception staff are therefore required to establish the name and purpose of all visitors to the school. [Proof of identity will be requested where visitors are unknown to staff]. Official I.D. cards must always be checked for visitors from Agencies or Authorities. Visitors should only be let in if staff are comfortable that the visitor is here for legitimate purposes. Staff should be completely satisfied before letting visitors in to School and should ensure that they are accompanied when entering School. If a person

arrives at a School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission. The Headmaster or Prior Park Schools Business and Finance Director should be contacted as soon as practicable. The Police should be informed if the situation becomes threatening. In these circumstances the matter must be referred to a member of the Senior Management Team.

- 3.3. The Schools operate a system of booking in for both visitors and contractors. All visitors and contractors are required to report to the Reception to be 'signed in' using the Visitors Book system. They are unable to proceed beyond Reception unless accompanied by a member of staff. Visitors should complete an ID slip stating their name, their company, who they are visiting, their vehicle registration and the date/time. Reception staff will tear off the slip and place it on a badge which the visitor should wear whilst on site. All members of staff are encouraged to challenge or report any unrecognised person on School premises who does not display a School visitors pass. [If the visitor is about to undertake any work, they must complete the form at Appendix A]. When the visit has ended the visitor should sign out in the Visitors Book and put in the time of leaving. Passes should be handed back in to the Reception.
- 3.4. All persons visiting boarding accommodation (PPPS and PPC) e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to students or their accommodation.
- 3.5. Contractors must be DBS checked or must only work with someone who is. Contractors must either provide evidence of a current DBS check and other relevant safeguarding checks or be checked by the school. If DBS checked, they will be allowed to proceed once signed in and handed a Pass, otherwise, if during term time, they will be chaperoned. Each School is responsible for determining the appropriate level of supervision depending on the circumstances and the school's Estates Manager is responsible for the supervision of contractors. Any 'unchecked' staff, for example repair or maintenance contractors and ancillary staff will be supervised and not left alone with children. Unchecked contractors and ancillary staff will be asked to sign [Appendix A] to confirm that they understand what to do if an unsupervised child or children enters the area where they are working; ensure the security of any tools, equipment or substances they are using; understand what to do in the event of a fire alarm. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.
- 3.6. Any work done in boarding houses (PPPS and PPC) should be carried out in liaison with house staff. Records of such visitors are kept for not less than three

complete academic years. Contractors are not given keys or door codes to houses or other property at any time when children are in residence. Door codes are changed every term or more often as needed. In the event that the Estates Manager is unavailable, contractors should seek permission from the School's office or from the Head of the relevant boarding house to enter the premises. If no-one is available, then permission must never be assumed. Only members of House teams (such as tutors, cleaners, matrons) are permitted entry into the boarding houses under conditions where they may for any time be unsupervised by the Housemaster or his representative.

#### **4. Procedures outside normal hours of work**

4.1. Few visitors arrive outside normal business hours (08:00 to 18:00), when Reception is closed. Waste disposal contractors carry out a daily visit very early when all pupils are in secured boarding accommodation. Most kitchen deliveries are early morning and go direct to kitchens and are met by kitchen staff and supervised accordingly. There are very occasional other out of hours deliveries, however these are usually by appointment and will be supervised by the relevant on site staff. Alternately there is an emergency number by School gates. All pupils know not to admit strangers to buildings.

#### **5. Parents and families of pupils**

5.1. This policy does not apply to parents, siblings or other close relatives of pupils who are always welcome at School to support their children but no visitors (even in this category) are allowed in dormitories without permission from the Housemaster/mistress on duty. However, all parents, siblings and relatives must sign in at Reception if entering school buildings.

#### **6. Dog walkers**

6.1. Dog walkers have access to the public footpaths within each of the School grounds. These are accessed away from the main school buildings. Pupils know not to approach or engage in conversation with unknown visitors. Staff can use their professional judgement to approach or redirect visitors away from pupil areas.

## **7. External Events Management**

- 7.1. All use of School facilities by outside individuals or groups is to be arranged with the Events Manager. Before confirming any booking for an event that is scheduled to take place during term time, details of the event should be provided to the Deputy Headmaster and/or Prior Park Schools Business and Finance Director who will carry out a brief appraisal of risk in terms of access to pupils and give direction (if necessary) as to the level of supervision required for each particular visit or activity. Use of any School facilities by individuals or groups does not allow members of the public substantial and unsupervised access to pupils or to boarding accommodation while occupied by pupils.

**APPENDIX A**

**CONTRACTORS AND ANCILLARY STAFF SAFETY RULES (TO BE READ BY ALL)**

Prior Park Educational Trust operates the highest standards of behaviour in school, therefore when you are working at any one of our sites it is important that you follow our procedures and guidelines.

- After signing in at the Reception please wait for whomever you are scheduled to meet, to come and pick you up, and take you to where you will be working.
- Please ensure that your Visitor’s Badge is clearly displayed at all times.
- Please do not take offence if you are challenged by a member of staff who does not know you. You should always be accompanied by a member of staff when you are on the premises.
- The Fire Alarm is a long, continuous bell. In the event of a fire alarm, please evacuate the building as quickly and quietly as you can, and go to the assembly point [in front of the Mansion]. If you do not know where this is, please ask.
- If a child/young person approaches you whilst you are working in the school, please do not get in to a long conversation.
- It is important that the tools, equipment or substances you may be using are supervised by you during their use, and are kept safe and locked away when you no longer need them. Also ensure all vehicles are locked securely.
- Smoking, consuming alcohol, drugs, intoxicants or other illegal substances on the premises is expressly forbidden.
- Prior Park Educational Trust has an Asbestos Register located in each of the schools. You must refer to this prior to commencing work and satisfy yourself that you are working in a clear area.

Security Manager:  
Tel no

Estates Manager:  
Tel no

*I have read, understood and will comply with these instructions.*

*Company Name:* .....

*Signature:* .....

*Print:* .....

Designated Person from PPS .....

Date: .....