



Visitors Policy

Related documents include:

- Visitor's Form

Legal Status:

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **November 2018**

Introduction

Abbey College is fortunate to occupy a rural location on the edge of a sparsely populated area. This same setting creates challenges because a fundamental feature of the school is that its campus is adjacent to open fields on at least half of its parameter. It is not possible to secure the grounds, as one might an urban school.

Our most important means of securing the safety of students is vigilance.

- Staff who observe strangers must either challenge them and/or report their presence to the main office, or, after normal school hours, to Student Services.
- Suspicious behaviour, with or without a visitors' badge, is a source of concern which should also be reported.

All visitors should initially report to the College Reception, where:

- Their identity will be ascertained
- They will be asked to complete an entry in the Visitors' Book **
- They will be given a visitor badge

*** Some visitors will also be required to complete the Visitor's Form on arrival (see which categories below)*

Visitors will often fall into these categories where the following will apply:

Parents/Relatives of Current Students

- They will be informed that they must remain with their child as long as they are on the College campus.
- Such parents may only enter their child's boarding house when accompanied by a member of staff.
- They will be required to complete the **Visitor's Form** on arrival, if they haven't sent it in advance to the Principal.
- Visitor(s) **must be off campus by 21:30 at the latest**, making sure that (in their presence of a member of staff) they return the visitor badge, sign out in the Visitors' Book and are seen to leave the campus.

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Prospective Parents/Pupils

- Such visitors will usually be met at Reception, ushered into the Meeting Room, where they will be met by the Principal, the Registrar, Head of Boarding and/or Admissions or a member of Marketing. They will usually receive a guided tour around the campus on which will be accompanied at all times.

Visitors meeting Current Students

- In the first instance, the legitimacy of such visitors should be checked. Have we been advised of the visit by the parents? If not, the parents should be contacted.
- ID should be requested to ascertain the identity of the visitor.
- In normal circumstances, the visitor should meet with the student in the Meeting Room or similar area, and would not be expected to be given access to the College campus unaccompanied.
- They will be required to complete the Visitor's Form on arrival if they haven't sent it in advance to the Principal.
- Visitor(s) **must be off campus by 21:30 at the latest**, making sure that (in their presence of a member of staff) they return the visitor badge, sign out in the Visitors' Book and are seen to leave the campus.

College Alumni

- **It is the responsibility of the current students in the College** to make sure that visiting alumni follow all procedures. Failure to do so will result in a sanction (see below).
- All returning Alumni:
 - are expected to **request permission in writing** from the Principal **before** visiting the College.
 - must report to a member of the Abbey College staff **on arrival**
 - will be issued with **Visitor Badge**, which must be returned on leaving
 - must complete the Visitor's Form if they haven't sent it in advance to the Principal before they are allowed to stay on campus. (The College has the right to not allow an alumni on site.)
 - must hand in a **a form of ID** as a deposit (e.g. ID card, bank card, etc.), which will be returned when the student hands in their Visitor Badge
 - must wear a Visitor Badge at all times while on campus
 - must **sign in and out** in the Visitors' book in Reception
- All Alumni, regardless of the length of time that has elapsed since they were a student at the College, must follow the College Rules for Visitors, including the restrictions on where they may or may not go on the campus.

Returning Alumni:

- can go into any of the **common areas of the College** (e.g. the Common Room, Games Room, Snooker Room, Assembly Hall, Sport Hall, sports areas)
 - must **not** enter boarding houses unless **accompanied by a member of staff**; i.e. they must **not** enter with a current student and no staff member.
- Visitor(s) **must be off campus by 21:30 at the latest**, making sure that (in their presence of a member of staff) they return the Visitor Badge, sign out in the Visitors' Book and are seen to leave the campus.

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
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- Alumni are **not** allowed to stay or sleep overnight on campus under any circumstances.
- If a student of the College does not ensure that the above procedures and rules are adhered to, for example by taking a student into their room, not signing them in or contacting a member of staff, the student **will be gated for a minimum of one week** (for first offence and escalating for repeats).

Visitors Meeting any Staff Member for Business Reasons

- These visitors will be met in Reception and will be shown to the Meeting Room. If the meeting takes place there a Visitors badge is not required
- If the meeting involves leaving the Meeting Room the visitor will be asked to wear a badge and will be continually accompanied.

Visiting Sports Teams

- The member of staff accompanying the team should sign the Visitors' Book on behalf of the team. If it is a single person, the team member should sign their name in the Visitors' Book
- The team will not require a visitor badge(s) as they will be continually accompanied
- It is not acceptable for visiting teams to be in the boarding bedrooms unsupervised.
- If school age visiting teams use College or house changing accommodation, the College must provide adequate staff supervision

Visitors using College Facilities

- A risk assessment must be completed in advance and submitted to the Head of Activities for approval.

Visitors Meeting any Staff Member for Personal Reasons

- A visitor badge is not required as long as the visitor will be continually accompanied.
- If a visitor is staying overnight, permission must be sought from the Principal in writing and the guest must be supervised at any time outside of the staff accommodation.

If in any doubt on how a visitor should be assessed, please refer to the Principal, Head of Boarding or Bursar.

The College does 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).

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