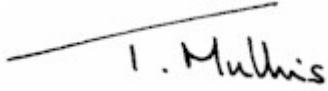




ACCESS TO THE SCHOOL PREMESIS

BEDSTONE COLLEGE

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ACCESS, SECURITY AND VISITORS POLICY

This policy applies to all members of our college community, including boarders and those in our EYFS setting. Bedstone College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the [UK Equality Act \(2010\)](#). Further details are available in the college's Equality and Diversity Policy document.

Aim:

This Policy aims to ensure that Bedstone students remain safe and secure while they are in our care while maintaining a reasonable balance for access to the College site for bonafide visitors.

This policy is part of the more general policy on welfare, health and safety of students. It is linked to the policy on "Supervision of ancillary, contract and 'unchecked' staff" and the Child protection Policy.

This Policy addresses the following relevant criteria:

- NMS: Standard 5
 - NMS: Standard 6
 - NMS: Standard 11
 - NMS: Standard 14
-
- ISI Regulatory Requirements: Part 3, Para 7

1. Introduction

1.1 Bedstone College encourages parents and other people to visit the College and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the College has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the College's facilities and equipment from misuse or vandalism. A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to the college site and buildings. Achieving the desired balance will lead to increased external visitor involvement, a better understanding of how the college operates and the challenges facing the college, and an increased sense of collaboration and cooperation between the community and the college.

1.2 Limitations may be placed on visitors to avoid disruption to college operations and to prevent visitors from receiving a distorted view of those operations. The Headmaster has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Headmaster considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students.

1.3 College personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, college and community.

2. Access to Site

2.1 Access to Bedstone College cannot be prevented entirely as the college has open access to two public roads and the perimeter of the College is bounded by open fields. There is an additional 'gated' access point at the 'top' of the school. The policy for limiting access therefore relies on channelling visitors towards the main College reception using appropriate signage, making it very clear that beyond a certain point the public are entering private property and ensuring that all staff and students understand the requirements of the policy and know how to act when meeting visitors..

The channelling visitors policy is at Annex A.

2.2 Within the site, access to individual buildings is controlled either by means keypad entry control (Wilson and Bedstone Houses) or by locking buildings when not in use. With the exception of boarding houses, which are strictly controlled, access to other areas is dependent upon individual members of staff either closing or locking doors and constant vigilance. Thus security within the site is managed at three levels:

- i. Level 1 - Boarding Houses where there must be no unrestricted public access when students are present.
- ii. Level 2 - Academic areas, such as classrooms or the library, where visitors may be present accompanied by a member of staff or designated guide.
- iii. Level 3 - Public areas such as the Quad, Swimming Pool or Playing Fields, where official visitors may be present unaccompanied when supporting a school event.

2.3 The nature of this site is such that it is impossible to secure it completely. However, every effort is made by staff to ensure that visitors follow the appropriate policies and are issued with, and wear, badges.

3 General Requirements for Visitors

3.1 The following requirements apply to visitors:

- i. A visitor is defined as any person seeking to enter the college premises who is not a student, employee of the college or the immediate families of resident staff.
- ii. Whenever possible, visitors should obtain authorisation from the College in advance.
- iii. Visits may be prohibited at certain times, for example when important examinations or other assessments are being conducted.
- iv. All college visitors must comply at all times with the College's policies, administrative rules and regulations; a brief resume of some of these appears on the visitor's badge.

3.2 Registration

All visitors will be required to register with reception on arrival. The policy for booking in visitors is at Annex B.

- i. Notices shall be displayed indicating that all visitors are required to register with reception and obtain a college pass.
- ii. All visitors shall report to reception when arriving or leaving the college premises.
- iii. Visitors will be asked to read a summary of the child protection regulations prior to being issued with a pass.
- iv. All visitors shall be requested to wear and visibly display a Bedstone College pass, or other approved identification, when on college premises.
- v. If a visitor's car is not parked on the premises, they will be requested to move it to one of the car parking areas before entering the college.

4 Exceptions to Visitor Requirements

4.1 Parents or visitors who have been invited to visit college as part of a scheduled College event, a College team or group, or other adult participants in organised and college approved activities during college hours are exempt from the registration requirements above but may, in certain circumstances, be issued with a label identifying the visitor as part of a wider event.

4.2 During a school event, (such as the play or a concert), visitors may use the designated lavatory in the foyer near the Rees Hall, (this facility is also for use by those with disabilities), or lavatories in the staff room if authorised by a member of staff to do so. The main visitor lavatory for visitor use during normal operation is located next to the staff room, adjacent to the reception area. All student lavatory facilities are strictly out of bounds.

5 Visitors to classrooms and other instructional areas

5.1 Visitors may only enter classrooms or other instructional areas, such as the Library, if accompanied by a member of staff or a nominated guide.

6 Visitors to Boarding Houses

6.1 Access to boarding houses must be strictly controlled as this is not only the students' home but also areas where they may be changing or sleeping.

6.2 No visitor is permitted to enter a boarding house unless they are accompanied by a member of staff, with the exception of parents at the beginning or end of term to deliver/collect student belongings, in which case the parent should be accompanied by the student at all times.

7 Visitors to Staff Residential Properties

7.1 In view of the number of residential properties within the college boundary it is inevitable that several visitors will consist of family or friends of staff, who may remain either for the day, overnight or for longer periods. The responsibility for such visitors rests with the member of staff visited.

7.2. Guidelines as to the management of resident family or visitors to residential properties are at Annex C. It is essential that this is adhered to by all residential staff when arranging either for adult family members to reside with them or for longer term or regular visitors.

8 Visits by other Students

8.1 All requirements for visitors apply to students with additional considerations to be applied at the discretion of the Headmaster.

8.2 Returning students are required to seek permission from the Headmaster to access the school site if visiting friends. They follow the usual procedures for visitors and are prohibited from accessing the boarding houses.

8.3 Current Students are prohibited from visiting the boarding houses of students of a different gender.

8.4 Day students are prohibited from entering boarding houses without permission from the houseparents/duty boarding tutor.

8.5 No student who is under a fixed term or permanent exclusion or other form of disciplinary exclusion from Bedstone, or any other educational institution, shall be permitted to visit the college without specific permission from the Headmaster.

9 Business Visitors

9.1 There are any number of business visitors who may have cause to wish to enter the Bedstone College site. Guidance on the management of business visitors is at Annex D to this policy.

9.2 There are a number of visiting contractors who provide services to Bedstone College, its staff or students and which cover a wide range of scenarios. Guidance on the management of contractors is at Annex E to this policy.

9.3 Service providers is a generic term covering a wide range of situations where people seek to enter the college grounds, either to deliver goods to the college or residential properties or to provide a service to the community as a whole (e.g postman, dustmen etc). Certain of these service providers will have been DBS cleared by their employer, however, others will not. A risk analysis table covering these categories of visitor is at Annex F to this policy.

10 Summary

10.1 Visitor access to Bedstone College must comply with the safeguarding requirements as given in KCSIE 2014 (and the subsequent update in September 2018) and the requirements of the National Minimum Standards for Boarding Colleges (April 2015) published by the Secretary of State under the Children Act section 87C (1)1989.

10.2 This Visitor Policy and its associated annexes is intended to clarify how those standards are to be met by Bedstone College in its treatment of visitors.

Annex A

Channelling Visitors to Reception

1. Bedstone College is in a remote rural location and has an extensive boundary.

Entrances

2. There are three designated access points leading off public roads. A number of Public Rights of Way run adjacent to the college grounds.

(a) The 'Top' Gate is locked except for plant access and is generally closed to vehicles but not pedestrians.

(b) The Main College gate is open to traffic and pedestrians. However, there is no footpath on the public road and hence the likelihood of pedestrian access to the site via this route is low. It is designated as a one way access for vehicles to the Main College building.

(c). Another access road enters the college from Bedstone Village. This is designated as one way to the Headmaster's House but is also used as the main exit from the college.

3. All gates have signs declaring the site PRIVATE and proscribing Unauthorised Access.

Strategy

4. The college's aim in relation to safeguarding children and controlling access to the site is designed to channel all visitors, whether on foot or in vehicles, through reception, where they will be badged and asked to wait to be collected from reception by the member of staff they are to meet. The college acknowledges that given the open nature of the site it cannot hope to seal off the site entirely but all reasonable measures have been taken at entrance points to brief those seeking to gain access and to direct them towards reception.

Badges

5. Badges will be issued at reception using our booking system for visitors.

6. On occasions when it is not practical to issue individual badges because of numbers attending then a self adhesive label will be issued to identify the individual, the date and the activity they are attending.

7. Some occasions such as visits by supporters of college games teams will still generally be channelled past reception unless special arrangements are made for specific gates to be manned while the spectators arrive.

8. At the start and end of each term free access is allowed to parents arriving to collect or deposit their children. The Boarding Houses will have House Parents and tutors on hand to monitor the arrival and departure of the children.

9. Parents/relatives of boarding students visiting their children briefly during the school term do not need a badge provided they make arrangements with boarding houseparents/duty tutors before their arrival.

Annex B

Booking in Visitors Policy

Staff Visitors – Social & Business

In the event of unexpected visitors, reception should phone the appropriate member of staff on the appropriate phone number (classroom, common room, work room, home or mobile) to inform them of arrival of a visitor or delivery. In the absence of being able to contact the staff member the visitor should be asked to remain at reception until the staff member can be contacted or to make alternative arrangements to visit.

Visitors to College

- i. In the case of expected visitors, for example someone coming for interview or with an appointment, reception should be informed in advance.
- ii. Reception may, where practicable and appropriate, issue a Visitor's pass prepared in advance, and ensure that the member of staff is contacted to come to collect their visitor immediately on arrival.
- iii. In the case of unexpected visitors reception should contact the person whom visitor is coming to see or the College Office or duty member of SMT to inform them who is on site and to seek permission to be granted or refused if no advance warning of their visit had been received.

Visitors to a College Event

- i. Organisers of an event involving visitors from outside the college should inform reception of all such events. Wherever possible, a list of expected guests should also be given to reception together with a plan saying how they will welcome and record visitors.
- ii. A check-in venue should be organised and either official visitors' passes or the event organiser's own labels should be given to guests; This venue will be properly signed and so visitors may be steered away from reception on arrival.
- iii. Routes from the car park should be clearly signposted.
- iv. For visitors attending sports' fixtures, visitors reporting to reception will be directed accordingly.

Parental or Family Visit to a Student

- i. A parent or relative or family friend visiting a student should contact the House Parent in advance to seek permission and to advise timing and reason of visit.
- ii. Upon arrival, they should first check in at reception who should have been advised in advance of their arrival by the House Parent.
- iii. The parent should wait in reception until collected by the appropriate member of staff.
- iv. If a parent arrives without prior notification, reception should contact the House Parent while the visitor waits in reception.

Resident Family Members & Regular Visitors

- i. All resident adult family members must undergo a DBS check if they live on site for more than four weeks in a twelve month period.
- ii. All regular visitors to site must undergo a DBS check if they visit four days or more in any thirty day period, if they visit once a week or if they stay overnight once a week or more frequently.
- iii. Occasional visitors to residents of boarding houses during term time must always be briefed in relation to not accessing boarding houses or having unsupervised access to students. Residents in properties without separate entrances must always accompany visitors through the Boarding House.

Staff

All staff must be prepared to challenge anyone they come across on college premises who is not wearing a badge and either escort them to reception to obtain a badge or advise SMT to escort them off site if appropriate.

It is vital that students are reminded on a regular basis of the following:

- i. Maintain perimeter security of every boarding house by ensuring that all outer doors remain closed and access is only possible by keypad (where fitted).
- ii. Never to admit anyone whom they do not know into a boarding house.
- iii. If someone claims to be a parent, relation or friend of a student, they should be accompanied to the duty member of staff.
- iv. If anyone is worried about the actions of a visitor on site or is approached in an inappropriate way, they should contact a member of staff or other students immediately.

For their own safety students should not be out alone beyond the designated lit areas after dusk nor should they go outside the College perimeter for any reason without permission; students should also not leave their boarding house before 7:00 am or after the time when the house is officially closed at the end of the day.

Appendix to Annex B

Instructions to Visitors

YOUR SAFETY AND WELL BEING ARE IMPORTANT TO US, SO PLEASE OBSERVE THE FOLLOWING WHILST ON THE PREMISES AND RETURN YOUR PASS AT THE END OF YOUR VISIT.

HEALTH & SAFETY

All visitors are subject to the Health and Safety at Work Act 1974, the MHSWA regulations 1999 and the Company regulations whilst on the premises.

ACCIDENTS

In the unfortunate event that an accident, incident, illness or near miss should occur whilst you are on the premises, please report it to your host/reception so that we can offer appropriate assistance.

CONTRACTORS

Please refer to the safety guidelines printed on the inside of the pass.

FIRE/EMERGENCY

In the event of emergency evacuation, please leave the building by the nearest exit and report to your host or Fire Marshall at the designated Assembly point. Please remain with your host at all times, providing it is safe to do so. Do not re-enter any building until you are specifically advised that it is safe to do so.

PLEASE OBSERVE OUR NO SMOKING POLICY

SAFEGUARDING

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share in this commitment. **No unauthorised or unsupervised access to boarding houses is permitted.** Visitors, including parents and Old Bedstonians are welcome, provided they have checked in with reception, received badges, and meet with their Bedstone staff contact who will escort them to a suitable place for the meeting.

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTOOD THE GUIDELINES FOR SAFETY AND SAFEGUARDING.

Annex C

Policy on Adults Staying in Staff Residential Properties

Introduction

The college goes to great trouble to ensure that it employs suitably qualified house staff. It invests considerable resources in their induction and training in child protection. It is also necessary to impose certain constraints on the families, households and private guests of our house staff - not because they are unwelcome. On the contrary, we understand and value the support which they provide to busy members of staff who work long hours.

1. This guidance note describes the college's expectations of the behaviour by all adult members of the families or households of members of the resident staff of Bedstone college who are accommodated on any part of our site in college accommodation. It is designed to comply with modern standards of child protection, and to make sure that everyone clearly understands what is expected of them.

2. At Bedstone, there are three categories of residential accommodation:

- Accommodation within or attached to a Boarding House
- Accommodation within the perimeter but not attached to a Boarding House
- Accommodation outside the perimeter

Before you Move In

DBS Disclosure

3. 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 Disclosure. These clearances are required before the accommodation is occupied. The college will assist employees and their families in obtaining these clearances.

Occupancy Rights

4. The college does not bestow any rights of occupancy or tenure on the spouses/partners/adult children/other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of the staff of Bedstone College for the performance of his/her duties. The employee alone signs a Licence to Occupy with the college before taking up residence, covering the conditions of occupancy in college property. One of those conditions is that all adult members of their household/family residing with them comply with this policy.

Declaration

5. All adult members of boarding households, not employed by the college, must sign a written undertaking to comply fully with this policy which relates to the protection of students at the college. The college can insist that any individual who is not a member of staff removes him/herself from college accommodation where he or she has committed a breach of this policy, which forms part of its Safeguarding policy.

6. This note should be read carefully and the declaration at the end signed before anyone moves into college accommodation that has been provided.

Induction in Child Protection

7. Every adult member of resident households will be provided with a copy of the Safeguarding policy [Safeguarding policy.pdf](#) and will be required to sign the declaration at Appendix 1 to confirm that they understand and accept the safeguarding requirements of living in Bedstone accommodation. The signed declarations will be kept on the licensee's personal file.

Movements by Members of the Households of Resident Staff

8. Adult members of the households of resident staff should be conscious of the fact that they are not college employees and that they have no status regarding the students for whom their spouse/partner/parent is responsible. If the accommodation which is provided has its own separate entrance, this should be used by them at all times. If not, adult members of the households of house staff may enter the corridor, stairs and entrance hall that is shared with students in order to gain access to their accommodation.

9. Household members should not enter or attempt to use any of the areas that are designated for boarders, except in an emergency or to contact a member of staff, nor should they attempt to establish friendships with individual students. There are key pads to the boarding houses in Wilson and Bedstone and on the landing doors in Pearson. External doors are alarmed in Wilson, Bedstone and Rutter. For Pearson all external doors are locked and checked at night. These barriers must be respected at all times.

10. Adult household members, who are not college employees, may not enter any Level 1 or 2 properties, (see para 2.2), unsupervised, without good reason. They should also take care not to place themselves in a position which could be misconstrued. They are eligible to use College facilities only at designated family times. Their vehicles should be registered with reception.

11. It is important that these guidelines are followed at all times by household members of resident staff. Please remember that they are designed to protect the children who are in our care. They are simple to follow and should quickly become a habit.

Occasional Guests

Resident staff and their families may entertain guests in their houses during term-time and invite guests to stay overnight; but it is important that the host ensures that they are aware of the fact that certain restrictions apply because they are visiting a college.

Guests should be advised that:

- They should not attempt to enter the areas that are designated for the boarders
- They should not attempt to engage students in conversation in isolation
- They should go straight to their host's house on entering the campus and go straight to the campus exit on leaving OR they should be escorted from the door of the boarding house to the host's accommodation and back again.
- They should be asked to wear a visitor's badge and be briefed on restricted areas if they are to walk the campus without a member of staff or designated tour guide.
- If they are staying overnight, it is the responsibility of the host to ensure that they are fully aware of the procedures of evacuation in case of an emergency.

The visitor remains the responsibility of the host family.

Regular Visitors

Regular visitors (four days or more in any thirty day period, if they visit once a week or if they stay overnight once a week or more frequently) should at all times make sure that they observe the restrictions that apply to occasional visitors.

Regular day visitors and all overnight visitors to resident staff accommodation during term-time should be subject to suitable disclosure checks. The host should notify the Headmaster of all such visitors in advance who will carry out a risk assessment and ask the visitor to obtain a DBS check if necessary.

College Holidays

The restrictions on movement will be amended at times when there are no college students or commercial letting students on site.

Appendix 1 to Annex C: Declaration

OVER 16s LIVING IN COLLEGE ACCOMMODATION

I, [name] have read the above note. I declare that I wish to live with [name] in the staff house accommodation that has been offered to my spouse/partner/parent as an essential part of his/her appointment/ employment as a resident member of the Bedstone College staff. I understand that I do not have any rights of occupancy or tenure I declare that:

I am content for the college to obtain a DBS Disclosure on me before I move into the accommodation. I have arranged to give/have given my DBS details/checking documents to the Head's PA on[Date]

- I have read and understand the Safeguarding policy and agree to the terms therein.
- I am fully aware of the restrictions which the college has imposed upon relatives, members of the household and guests of staff who are employed by the college, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation.
- If accommodated in a Boarding House I accept that I will:
 - Not enter under any circumstances a student's dormitory area on my own. If there is an emergency of any kind I must be accompanied by a member of staff of the appropriate sex.
 - Not enter under any circumstances the students' bathing area.
 - Avoid all contact with the students which in any way puts me in a potentially compromising position (e.g be in a common room area on my own with a student/s)
 - Exercise discretion in any contact I have with the students.
 - Ensure that any friends I have visiting are closely supervised at all times and do not enter any part of the boarding house accommodation (including the kitchen and common room areas) under any circumstances at any time
- I will ensure that any visitors of mine comply fully with the college's requirements for supervising visitors
- I will undertake to notify the Head or Deputy Head Academic at once if I am ever convicted of any criminal activity.

I understand that failure to comply with the college's code for adult members of the households of resident staff could result in my being asked to leave college accommodation

I understand that the college will ask me to leave college accommodation at once if it becomes aware of evidence that I was considered unsuitable to have contact with children and vulnerable people

SIGNED:NAME.....DATE.....

Please return the completed forms to the Head's PA in the envelope provided. If you have any questions, please contact the Head on 01547 530303.

Annex D

Guidance on Business Visitors

Summary

1. It is a fact of life that in a busy and vibrant community and working environment such as Bedstone College that there will be visitors of all kinds to the site. It is necessary that we retain the freedom to allow visitors. However it is important that our obligation to safeguarding children is not undermined in allowing access to those visitors.

2. What this document seeks to do is to give guidance on how individuals should manage the situations that produce 'invited' visitors. It cannot envisage every possible scenario that might arise and staff should consider the particular situations in which they may need to invite business visitors on to site or be involved with situations in which business visitors might be present without prior specific invitation.

3. There is a separate guidance document at Annex E to the Visitors Policy which covers contractors - both short and long term contractors working on Bedstone College's site. If this is more appropriate for the particular situation you are managing please follow that guidance.

Business Visitors

4. A 'Business Visitor' is anyone invited onto the site for an expected appointment of limited duration to conduct Bedstone 'business' of whatever kind and howsoever defined.

Types of visitor - This list is not exhaustive and intended only as an indicator

Old Bedstonians, Contractor (Maintenance, Agency Temp, Temp Staff), Chapel/Assembly Speaker
Visiting Referee or Umpire
Doctors, Dentist, Auditors
College Governor, Volunteers
Commercial Representatives (e.g. Recruitment Consultant, Supplier, Trainer)
Interviewees

5. It is not required by legislation, or any other statutory guidance document, to require ad-hoc business visitors to undergo DBS checks or any other 'recruitment' checks. However there are 'accompaniment' expectations that the DfE, would require to see in place.

6. It is the person inviting people on to site who must take responsibility for their visitors' activities and conduct whilst on site. All business visitors to site MUST be accompanied whilst on site. Individuals accompanying visitors must be appropriately vetted themselves and therefore should always be a member of staff. Under no circumstances should any visitors have unsupervised access to students. Where unsupervised access is a possibility during the visit then all appropriate vetting checks should be carried out prior to the visit and the College deem the checks to be satisfactory. It is the responsibility of the individual inviting the visitor to site to inform the Headmaster in good time if they envisage there being the need to allow a visitor to have unsupervised access to students. It is the responsibility of the organisation supplying the business visitor to ensure that the correct checks are carried out prior to the visit where it is envisaged there will be or may be unsupervised access to children on site.

However, it is ultimately the responsibility of Bedstone College to check that those checks have been carried out and to risk assess the situation should there be something adverse on a DBS check – again prior to that person being permitted to site.

Visitor Process

7. It is the responsibility of the individual inviting the visitor to site to ensure that the following process is used and that reception is expecting the visitor(s).

(a) Reception informed in advance of the visit and given name, date and time of visit

(b) Visitor instructed in advance to report to reception on arrival, using main entrance, to sign in and obtain visitors identity badge

(c) Reception will direct visitor to relevant reception point

(d) Reception inform host their visitor has arrived

(e) Visitor is fully supervised throughout visit. If the visit falls over lunch period, or indeed any other meal time, visitor not to be left unattended during this time.

(f) At the end of the visit, visitor must report back to security to sign out and return badge.

8. Invited visitors who have not been notified to reception will be requested to remain at reception until the host is able to collect them.

9. Where it is known by an individual that they experience visitors who turn up unexpectedly they should advise those visitors that it is now College policy that all business visitors make planned appointments and pass through the usual security process. Where visitors turn up at reception unexpectedly wishing to see individuals (e.g. commercial representatives), reception should confirm with the member of staff whether the visitor is expected and if they are prepared to see the visitor. If the visitor is expected but reception had not been alerted to the visitor's arrival the procedure in paragraph 8 should be followed. If the member of staff cannot be contacted or is unable/unwilling to see the visitor, the visitor will be asked to make an appointment with the individual in question and return on the date agreed. They will not be permitted to enter the site.

Regular Visitors:

10. Regular visitors who have had the necessary safeguarding checks carried out and who attend site will not need to be signed in at reception on each visit, provided reception are aware of their visiting pattern, e.g. peripatetic music staff/sports coaches attending 1 day a week.

Uninvited visitors

11. All staff have a responsibility to be vigilant and enquire of those they do not recognise the nature of their business on site. Where staff have any concerns they should advise reception immediately so that senior staff can take the appropriate action.

12. All 'invited' business visitors to site should have reported in to reception prior to journeying further into the site. They will have been issued with a visitors pass and should be wearing it in a prominent position.

13. Where you see someone who you do not know and who does not appear to have a visitors badge displayed it is your duty to politely ask the individual to identify themselves and to state their business. If they appear to have legitimate reason to be on the site before they are permitted to carry on they must be directed to reception to register and obtain a visitors pass.

14. Uninvited visitors who appear at reception seeking entry to the site (for whatever reason) should be dealt with as shown in paragraph 9.

Annex E

Guidance on Contractors

Summary

1. This guidance is to ensure the effective safeguarding of children where building contractors are used on the premises of Bedstone College.

Scope

2. This guidance is intended for use where Bedstone College and associated bodies employ contractors to construct new accommodation, undertake routine maintenance or emergency repairs. A copy of this policy should be given to all contractors undertaking work at the Bedstone College site.

Objectives

3. The objective of this guidance is to ensure that effective systems are put in place to safeguard children when building works, routine maintenance and emergency repairs are undertaken in Bedstone College premises.

Introduction

4. All local authorities, colleges and further education (FE) colleges in England have a responsibility to safeguard and promote the welfare of children and vulnerable adults in their care (the Children Acts 1989 & 2004; the Education Act 2002).

5. The Department for Education has issued guidance in its document: Keeping Children Safe in Education, (KCSIE) 2014.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_guidance_FINAL.pdf

The guidance is mainly concerned with those who are employed to work with children. However, it also advises on those who come into contact with children on an ad hoc or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel and the like. It cites examples of good practice where contact is on an ad hoc or irregular basis and indicates where DBS checks are not required (See Appendix 1).

6. This guidance considers what arrangements should be employed by the College where contractors are employed to work at Bedstone College's premises.

7. Any reference to a Headmaster in this guidance should be taken to include any person that the Headmaster has designated as the person responsible for safeguarding children at the college.

Responsibilities

8. Headmasters are responsible for the safeguarding of the children in their care and they shall be responsible for ensuring that adequate measures are in place to safeguard students whilst contractors are on the premises.

Safeguarding Measures

9. The aim of the safeguarding measures will be to manage the risk of harm to students. The measures adopted shall be proportionate to the risk.

Safeguarding measures to be considered will include the following:

Segregate - to avoid contact* between contractors and students as far as possible

Supervise - to supervise any contact* that does take place with a member of staff or a suitably vetted volunteer

Code of conduct - to require contractors to observe a code of conduct

Regulate Access - to regulate access to the premises

Checks – to undertake checks where appropriate.

‘Contact’ in this context shall be taken to mean any opportunity for contractors’ staff to converse with students or to communicate with them in any other way, e.g. by passing messages, without a member of staff or suitably vetted volunteer being able to monitor the contact and intervene where necessary.

Segregate

10. The risk of harm to students can be managed if contact between contractors’ staff and students can be avoided altogether. Segregation can be achieved by physical means or by time, or by a combination of both.

11. For larger building projects lasting a number of weeks physical separation would normally be achieved by the contractors’ staff working within secure areas behind fencing, hoardings, barriers and the like where students would be excluded for routine health and safety concerns.

12. Outside such secure areas separation can be maintained by confining the movements of the contractors’ staff to specific areas and to specific times so as to avoid contact at break times and at other times students will be an active presence around the site (i.e. unsupervised). In this context a marked up plan agreed with the contractor to show where and at what times during the day access will be permitted would be useful (See Appendix 2).

13. For routine maintenance visits or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times, using the principles illustrated in Appendix 2. Should any contact between the contractors’ staff and students occur then it should be supervised by a member of staff or suitably vetted volunteer.

Supervise

14. Measures should always be instigated to segregate contractors’ staff from students as much as is possible. However, where such measures to segregate are in place but some contact may occur between contractors’ staff and students then any such contact should always be supervised by a member of staff or suitably vetted volunteer.

15. As noted above, ‘contact’ shall be taken to mean any opportunity for contractors’ staff to converse with students or to communicate with them in any other way, e.g. by passing messages, without a member of staff or suitably vetted volunteer being able to monitor the contact and to intervene where necessary.

16. ‘Supervise’ will be taken to mean the ability for a member of staff or suitably vetted volunteer to monitor conversation or communication of any kind between contractors’ staff and students and to intervene where necessary.

17. It is not necessary to monitor the building works themselves, only any contact that might take place between the contractors’ staff and students.

Code of Conduct

18. A code of conduct should be used to inform contractors what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognised and challenged by all concerned. A suggested code of conduct for contractors would be:

- avoid contact with children
- never be in contact with children without supervision
- stay within the agreed work area and access routes
- obtain permission if you need to go outside the agreed work area or access routes.
- keep staff informed of where you are and what you are doing
- do not use profane or inappropriate language
- dress appropriately – shirts to be worn at all times
- observe the code at all times
- remember your actions no matter how well intentioned could be misinterpreted

19. Any order for works or building contract should be let with a clear condition that failure to observe the code will entitle Bedstone College to exclude a member of a contractors' staff from the premises. To ensure the effectiveness of any code it shall be:

- issued to contractors when quotations or tenders are invited
- stated as a condition on any order for works or building contract (see Paragraph 30 for details)
- Additionally, where appropriate, the code should be:
 - highlighted in any pre- start meetings
 - posted on the building site
 - included as part of any contractors site safety briefings
 - issued to contractors staff in the form of a card

Identify

20. To ensure that as far as possible only bona fide personnel are afforded access, a means of identification should be agreed with contractors in advance of any works taking place. The means by which contractors' staff are identified will be determined in each case to suit the location and nature of the work being undertaken. Typical methods may include:

- ID badges
- Photo ID
- Branded workwear
- Signing in book
- Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

Checks

21. Whether or not contractors' staff should undergo a DBS check should be determined by a risk assessment. The risk assessment should take account of the likely amount of contact that the contractors' staff might have with students, given that measures to segregate and to supervise should already be in place.

22. Accordingly DBS checks would not be required where there would be no contact between contractors' staff and students; for example where a building was being built on a separate site, or where the works were to be undertaken outside college hours or during college holidays.

23. Similarly, DBS checks would not normally be required for contractors' staff working on site building an extension or undertaking repairs where they are segregated from students and that any contact that did take place was supervised.

24. However, where a member of the contractors' staff is likely to have either frequent or prolonged contact with students then it may be appropriate to obtain a check in addition to measures to supervise any contact. For example, a check may be appropriate where a contractors' representative (e.g. foreman, site manager, etc.) needs to liaise with Bedstone staff on a day today basis.

25. A check may also be considered appropriate in the case of a contractors' representative where such staff are responsible for ensuring compliance with other safeguarding measures such as segregation, identification, code of conduct etc.

26. Similarly, where contractors' staff regularly visit colleges to undertake routine maintenance (boilers, electrical tests and the like) then a check may be deemed appropriate in addition to measures to supervise any contact.

27. Appendix 3 gives guidance as to when such checks may be deemed appropriate but is in no way comprehensive. However, under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with students, even those who have undergone a DBS check.

28. There are a number of organisations offering to act as Umbrella Bodies who can obtain Disclosures from the DBS and a list can be found at http://www.DBS.homeoffice.gov.uk/guidance/ub_guidance.aspx

Contract Clause

29. It will be a requirement for all contractors working at Bedstone College to have included in the terms of their contract a specific clause covering Child Protection requirements. Details of this clause are at Appendix 4.

Contractor's Agreement

30. It shall also be a requirement that the contractor shall sign the Agreement at Appendix 6 prior to commencing work on site at Bedstone College.

Planning

31. The safeguarding measures should be determined and agreed with the contractor well in advance of the works starting on site. This will enable sufficient time for Bedstone College staff to be briefed on the supervision required and on the access arrangements agreed with contractor.

Summary

32. Wherever any type of building work is undertaken of any duration, safeguarding measures shall always be implemented and include arrangements to segregate students from contractors' staff as far as reasonably practicable and for any contact between them to be supervised by a member of staff or suitably vetted volunteer. Other steps such as codes of conduct, identification and checks should be considered as supplementary measures where appropriate.

Appendix 1 to Annex E

Building Works:

Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However colleges and FE colleges should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks.

Emergency call out contractors / service visits:

2. It is not necessary to obtain a DBS Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary students undertaking voluntary work or work experience in other colleges. However, it is good practice to ensure that visitors sign in and out, and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

Examples of people who do not need to apply for a DBS Disclosure include:

- visitors who have business with the Headmaster, Bursar or other staff or who have brief contact with children with a member of staff present;
- visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on college premises;
- volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, college fête or open day;
- people who are on site outside term time or when children are not present.

Appendix 2 to Annex E

CHECKS ON CONTRACTORS WORKING IN COLLEGES

CONTACT WITH STUDENTS RECOMMENDED MEASURES DESIGNATED PERSON RESPONSIBILITIES

Nil [e.g. works undertaken on a separate site, during out of hours or in college holiday periods]

- contractors' staff to comply with code of conduct
- contractors' staff to sign in and out of premises
- contractors' staff to wear Company ID at all times
- no DBS required
- undertakes a risk assessment
- requires contractor to adopt code of conduct
- requires contractor to sign in and out of premises
- requires contractor to wear ID on site

Minimal [where contractors' staff are segregated from students and any contact that does occur is supervised e.g. new build and major repair projects]

- segregate
- supervise any contact
- contractors' staff to comply with code of conduct
- contractors' staff to sign in and out of premises

- contractors' staff to wear Company ID at all times
- no DBS required
- undertakes a risk assessment
- ensures segregation arrangements in place
- ensures arrangements for any contact to be supervised
- requires contractor to adopt code of conduct
- requires contractor to sign in and out of premises
- requires contractor to wear ID on site
- ensures any DBS checks completed before works start
- reviews and amends arrangements to accommodate any change

Regular [e.g., where contractors' staff are segregated from students but there is likely to be regular supervised contact, e.g. foremen liaising with colleges on new build or major repair projects, service engineers making routine maintenance visits]

- segregate
- supervise any contact
- contractors' staff to comply with code of conduct
- contractors' staff to sign in and out of premises
- contractors' staff to wear Company ID at all times
- consider DBS
- undertakes a risk assessment
- ensures segregation arrangements in place
- ensures arrangements for any contact to be supervised
- requires contractor to adopt code of conduct
- requires contractor to sign in and out of premises
- requires contractor to wear ID on site
- ensures any DBS checks completed before works start
- reviews and amends arrangements to accommodate any change

Service Description DBS / Supervised

Catering Staff: All catering staff providing meals in college DBS

Cleaning Staff: All cleaning staff in college DBS

Bus Drivers DBS

Coach Drivers for 'one off' trips DBS supplied by external company

ICT Support Staff • Possibility of staff in college for more than 4 days in any 30 day period DBS

Grounds Maintenance DBS

Building Maintenance and Repairs • Only if the staff are in college for more than 4 days in any 30 day period or once a week or more DBS

Sports Coaches • Individuals and companies commissioned to run sports programmes in colleges DBS

Regular Service contractors Attend site regularly to service plant DBS

Emergency Call Out Contractors Ad hoc call out – segregation, supervision (if required)

Non DBS

BT Engineer For residential property

Plant on site –segregation, supervision (if required) (See separate Risk Assessment At Annex F)

Sky Engineer Ad hoc call out by resident – No DBS required but must be badged by Security and directed to property

HSE Inspector Ad hoc – segregation and supervision at all times

Ofsted/ISI Inspectors will have Ofsted/ISI DBSs (Number and date can be confirmed by Ofsted/ISI)

Appendix 3 to Annex E

STANDARD CONTRACT CLAUSE WITH REGARD TO SAFEGUARDING AND RECRUITMENT AND SELECTION PROCEDURES.

For use with 'Contractors' providing services and staff to carry out those services and Agencies providing temporary\supply staff to Bedstone College *To be used as a clause within a contract for the provision of goods and or services. Please insert into relevant contract. 'Clause Number – Safeguarding and recruitment and selection procedures.*

It is a requirement of the DfE (formerly the DCSF – Department of Children, Colleges and Families) in its document 'Safeguarding Children and Safer Recruitment in Education and the National Minimum Boarding Standards Standard 14 that Contractors and Employment Agencies contracted to supply services or staff or to provide services that require the Contractors\Agencies staff to deliver those services to colleges to operate the same robust and rigorous recruitment, selection and vetting processes that colleges are required to operate. In addition, where the Contractor of services and\or staff sub-contracts any of their responsibilities to provide those services and\or staff, it is their responsibility to ensure that those Sub-Contractors also adhere to the requirements of the relevant regulations.

To meet its duties under these regulations Bedstone College requires you, the Contractor and\or Agency to confirm that you understand those requirements and that your recruitment and selection procedures and those of your Sub- Contractors comply with the requirements in those documents and any other relevant regulations.

Furthermore, it is your responsibility to ensure that any changes to those requirements, in whatever form and howsoever promulgated by the relevant statutory bodies, are adopted by your organisation and any Sub-Contractors that you use to deliver the services and\or staff to Bedstone College. Bedstone College requires Contractors and Employment Agencies who it contracts to supply services or staff or services that require the Contractors\Agencies staff and\or Sub-Contractors to deliver those services to provide to it, prior to commencement of the contract, the following minimum information about all those it proposes to work at the Bedstone College site:

- Full name of individual
- DOB
- Employment start date
- Date DBS check obtained and by whom
- Confirmation that the DBS check is at the Enhanced level
- Unique reference number of DBS check.

This information should be provided to Bedstone College in Excel spreadsheet format.

If there are **any** matters brought to light by the check then Bedstone College must be informed and the full disclosure check sent to us (the Bursar) so that we can make an assessment of the risk of the person working at the College. Bedstone College will treat all such information in strict confidence.

Failure to ensure that your organisation complies with all relevant statutory advice, regulations or statutory legislation or to provide Bedstone College with the original DBS check where any item is recorded against an individual, is a breach of this contract. In the event of such a failure Bedstone College will deem that this contract in its entirety has been breached and may withdraw from its contract with the contracting organisation with immediate effect and Bedstone College may seek legal redress in the event of such a breach.

Appendix 4 To Annex E

AGREEMENT REGARDING SAFEGUARDING AND RECRUITMENT AND SELECTION PROCEDURES BY CONTRACTORS AND AGENCIES.

AGREEMENT BETWEEN

Bedstone College

and

Name of Organisation:.....

Service Provided:.....

1. It is a requirement of the DfE and the National Minimum Boarding Standards, Standard 14, that Contractors and Employment Agencies contracted to supply services or staff, or to provide services that require the Contractors\Agencies staff to deliver those services to schools and colleges, to operate the same robust and rigorous recruitment, selection and vetting processes that schools and colleges are required to operate.

2. In addition, where the Contractor of services and\or staff sub-contracts any of their responsibilities to provide those services and\or staff, it is their responsibility to ensure that those Sub-Contractors also adhere to the requirements of the relevant regulations.

3. To meet it's duties under these regulations Bedstone College requires you, the Contractor and\or Agency to confirm that you understand those requirements and that your recruitment and selection procedures and those of your Sub-Contractors comply with the requirements in those documents and any other relevant regulations.

4. Furthermore, it is your responsibility to ensure that any changes to those requirements, in whatever form and howsoever promulgated by the relevant statutory bodies, are adopted by your organisation and any Sub Contractors that you use to deliver the services and\or staff to Bedstone College.

5. Bedstone College requires Contractors and Employment Agencies who it contracts to supply services or staff or services that require the Contractors\Agencies staff and\or Sub-Contractors to deliver those services to provide to it, prior to commencement of the contract, the following minimum information about all those it proposes to work at the Bedstone College site:

- Full name of individual
- DOB
- Employment start date
- Date DBS check obtained and by whom
- Confirmation that the DBS check is at the Enhanced level
- Unique reference number of DBS check.

6. This information should be provided to Bedstone College in Excel spreadsheet format.

7. If there are **any** matters brought to light by the check then Bedstone College must be informed and the full disclosure check sent to us (to the Head's PA) so that we can make an assessment of the risk of the person working at the College. Bedstone College will treat all such information in strict confidence.

8. Failure to ensure that your organisation complies with all relevant statutory advice, regulations or statutory legislation or to provide Bedstone College with the details of the original DBS check where any item is recorded against an individual, is a breach of this contract. In the event of such a failure Bedstone College will deem that this contract in it's entirety has been breached and may withdraw from it's contract with the contracting organisation with immediate effect and Bedstone College may seek legal redress in the event of such a breach.

CONTRACTOR\AGENCY

Signed by:.....
Print Name:.....
Organisation Name:.....
Date:.....

The organisation warrants that the individual signing this Agreement is authorised on behalf of the organisation to sign this document.

BEDSTONE COLLEGE

Signed by:.....
Print Name:.....
Department:.....
Date:.....
Signed for and on behalf of Bedstone College

Annex F

Visitor Policy – Service Providers Risk Analysis

Hazard?

Who is at risk?

What is the Risk?

Current Control Measure?

Follow up Action Required?

1 Postman

Students' Postman wandering around site unsupervised and unchecked could come into contact with children, risk of physical, emotional and sexual abuse.

Option 1: Ensure all postmen which come to site have necessary checks. (How feasible is this?)

Option 2: All post to be delivered to designated point and then internal staff to distribute or people come to pick up (Cost implication and affects people leading a normal life?)

Option 3: Chaperone the post man (Costly)

Option 4: Give specific times for the postman to arrive to site which coincides with lesson times. Sign the post man in at security, give them a timeframe to stick to which means that they only have enough time to deliver the letters and check that he is signed out. (How feasible is this? Could there be any students wandering around?)

Confirmation has been received from the Post Office that all employees are DBS checked at the Standard Level as part of their recruitment process. The postman collects and delivers post to specific areas on a regular basis (Reception) but has no opportunity for **substantial** access to students. No control measures are considered necessary.

2 BT Engineer

BT engineers enter site ad hoc – enter boarding houses and residential accommodation. Risk of Unsupervised access to children and physical, emotional or sexual abuse.

Option 1 No access to boarding without supervision. Appointments must be made to enter any residential areas. Access to cabling allowed – signed in at security and area that they are working segregated from students.

Option 2 Ensure all BT staff have necessary checks and then can come to site ad hoc to work without supervision. (Not sure if BT can work like this)

Confirmation has been received from BT that their engineers are DBS checked at the Standard Level as part of their recruitment process. Thus attendance to any area except boarding houses can be granted by appointment. During term time BT engineers must visit by appointment and be escorted when visiting boarding houses

3 Resident contracted Service e.g. Window Cleaner

Individuals allowed onto site and working in close proximity to students. Unchecked and risk of unsupervised access to children; potential for physical, emotional or sexual abuse.

Option 1 Bedstone College pays for all houses to be maintained through house staff or contracted service companies who have sufficient checks (**Considerable financial outlay**)

Option 2 Bedstone College asks residents to pay a contribution for window cleaning similar to a maintenance charge which exists in leasehold properties. (**Could be written into lease agreements – they would be spending this money anyway**).

Option 3 All resident called services must be checked prior to coming on site (**impractical**). Signed in and out at security.

Option 4 Signed in and out at security. Residents to collect and must supervise service provider for the entire duration of the work (**Cheapest alternative to Bedstone College but difficult to ensure complete – open to abuse**)

Contracting member of staff must ensure that service provider checks in at reception, is badged and directed to the resident's property. Regular checks on the service provider are the responsibility of the member of staff. Service provider must return badge to reception on departure.

4 Deliveries other than postal e.g. parcelforce, supermarket deliveries etc

Individuals allowed onto site at ad hoc times in close proximity to students. Unchecked and risk of unsupervised access to children, potential for physical, emotional or sexual abuse.

Option 1 All deliveries to be directed to Reception or the Headmaster's House (away from the main College buildings) (**Cheapest and most satisfactory alternative to Bedstone College**)

The courier/delivery company collects and delivers to specific areas on a regular basis (Reception) but has no opportunity for **substantial** access to students. No control measures are considered necessary