



**Bosworth  
Independent  
College**

# Visitors Policy

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## Introduction

The safety of students, staff and visitors is a prime concern for the College. Due to the nature of College buildings, its hours of business and range of visitors, it is necessary to have in place a number of measures to prevent unauthorised access to College property and to control authorised access.

## Nazareth House, Queen's Buildings and Bosworth Hall

All visitors must sign the visitors book at the Reception of the respective building and display their visitors badge (on a red lanyard) at all times. The badges will be collected at the end of the visit. The identity of the visitor will be checked, if they are not known to staff. They will be accompanied by a member of staff at all times. Any visitor working unsupervised in the College whilst students are in the building will have been DBS checked by either the College or the company for which they work. It is the responsibility of the person organising the visit to check that the DBS is in place. Visitors will be expected to use the front door of the buildings to enter and exit the property. It is the responsibility of Reception staff to advise visitors of what to do in an emergency.

## Boarding Houses

Members of a student's close family or family friends are permitted to visit so long as the procedure is followed.

- The exact procedure is followed in order to pre-arrange the visit. In this way, the boarding team can be advised by the Head of Boarding or Vice Principal in advance that a visitor is expected. The name of the visitor is given in advance to boarding staff and an anticipated arrival time given.
- Boarding staff are required to request photographic ID of the visitor such as a driving licence or passport before allowing the visitor into the Boarding House or allowing the student to leave, accompanied by the visitor. A copy of the ID document may be taken if possible and retained according to the College's data retention procedures.

If the supervisor has any concerns about the validity of a visitor's identity, they should refuse access. Any dispute should be referred to the person on call who will attempt to contact a senior member of staff.

Visitors will be asked to sign in, using the separate visitors register, as a record of their visit.

Staff must ensure that visitors stay only in communal areas such as the reception area or Common Room and will ensure that the visitors respect the privacy of other students. Bedrooms and other areas are private although on very rare occasions such as the first and last days of term, visitors may be given access to bedrooms under staff supervision. Visitors are to be accompanied by the student at all times.

## Unannounced Visitors

If a parent, guardian or friend who is not a current student arrives unannounced, then the member of boarding staff on duty is required to request photographic ID and then to contact a senior member of staff in order to obtain permission for the visitor to enter the Boarding House or for the student to leave with the visitor. If no senior member of staff can be contacted, then

permission is not granted and the visitor will not be permitted entry and the student not permitted to leave. The College acknowledges that such a refusal may be inconvenient and disappointing but prefers to protect students by adhering to these procedures rather than to put students at risk. Parents are advised of the procedure in the pre-arrival information provided by the Admissions Team.

## Senior Houses

Students are briefed before they move to Senior Houses about the dangers of allowing visitors into their house. They are reminded that Bosworth staff will be wearing an ID badge, and to ask for identification for other visitors (e.g. meter readers). Non-Bosworth students are not allowed to visit Senior Houses, and ex-students are to request permission via the Head of Boarding before arranging to stay with friends.

## Contractors

Most planned work will be organised to take place during holidays or during lessons when students will be absent from their accommodation. On the very rare occasions when contractors are required to attend when students are present, they are supervised by a member of the maintenance team (or other member of staff if appropriate).

The vast majority of Estates/maintenance work, particularly emergency and out of hours tasks, will be handled by Bosworth College Estates staff. Maintenance work is undertaken at times when Boarding Houses are unoccupied between 0830-1600.

Contractors are required to sign in and out before starting work, display their badge at all times and are also subject to providing Health and Safety policies, insurance details, Risk Assessments etc. to the satisfaction of the Estates Manager before attending site.

## Regular Volunteers and People on Work Experience

Regular is defined as a frequency equal to or more than once per month or 3 times within one month.

- Will be DBS checked and have references taken up prior to the visits.
- Will receive Safeguarding training from the DSL.
- Will receive information as to what to do in case of an evacuation by the member of staff initiating the visit.
- Will receive information as to ethos of the College and other relevant information by the member of staff initiating the visit.
- Will adhere to normal signing in and out procedures.

## Visitors Who Are Invited into the College on an Occasional Basis

Such as to give a talk, undertake a lesson observation, etc.

The visit may require a Risk Assessment by the member of staff organising the visit. The member of staff organising a visit must inform the DSL (or in her absence a deputy DSL) at least 48 hours prior to the visit. The DSL will decide whether a Risk Assessment is required and will countersign this. The member of staff organising must ensure the Risk Assessment is applied and relevant staff are informed. The Risk Assessment will be filed in the Main Office.

The suitability of the speaker will be assessed by the person making the invitation with a view to Prevent guidance. If not known to the person making the invitation usually, this entails the visitor's background having been researched on the internet.

Details of the visit must be sent to the DSL at least 24 hours in advance for inclusion on the External Speakers log (Date, Name, Topic, Checks completed). Where the person issuing the invitation has any concerns with regard to the suitability of the visitor, then the advice of the DSL will be sought before the invitation is formally issued.

- Visitors will not be allowed unsupervised access to students.
- The person organising the visit is responsible for ensuring safety of the visitor in case of an evacuation etc.
- The person organising the visit is responsible for ensuring that College ethos is maintained.
- Normal signing in and out procedure at reception will be adhered to.
- Visiting professionals (for example medical professionals, social workers, educational psychologists) are required to sign in and out of College.

### Keypad Control

All buildings with keypads will remain permanently under keypad control. Codes will be changed as and when required.

It is the duty of all Staff to challenge politely any visitor in the College who is not displaying a Visitors Badge.