



VISITORS POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

Headmaster	Henry Price
Author	Bursar
Date Reviewed	September 2018
Date of Next Review	September 2019
Website	Yes

1. Visitors

All visitors are required to sign in as follows:

- at the Prep School Reception (08.00 – 17.00) from Monday to Friday during term time;
- at the Senior School Reception (08.15 – 17.30) from Monday to Friday during term time;
- at the Estates Department where contractors have made a prior appointment.

During the School holidays, cover is provided by either the Prep School Reception or the Senior School Reception (08.30 – 17.00) apart from the Christmas and Easter shutdowns.

Visitors are given safeguarding and emergency information on signing in.

Visitors should wait in the Prep School Reception or Senior Reception until they are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst on School premises and to ensure that they return their badges on leaving.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

All visitors are expected to observe the School's safeguarding and health and safety regulations to ensure children in School are kept safe.

2. Visitors to the School Estates Department/Contractors

All visitors and contractors must sign in at the Estates Department for induction and issue of appropriate permits for commencing works. They must only work on the approved job site and unless DBS checked must be supervised by a member of the Estates Department. They are issued with a visitor's badge, which should be worn at all times whilst they are on School property.

3. Deliveries

Delivery drivers making deliveries to School buildings must not enter the premises unaccompanied and should be supervised at all times while on site.

4. Visiting speakers and the Prevent Duty

The *Prevent Duty Guidance* requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

Staff or pupils who wish to invite a visiting speaker to the School must gain the Deputy Head Pastoral's (DSL) approval at least 2 weeks in advance, providing full details of the speaker, who they will address, when and where this will occur. The visiting speaker checklist is attached at Appendix 1.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend.

In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in this policy.

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

All visiting speakers will be subject to the School's usual visitors' protocol (set out above).

Visiting speakers will be supervised by a School employee whilst on School site. At no point will a visiting speaker be left unsupervised on School site whilst pupils are present.

On arrival at the School, visiting speakers will be asked to sign the visitors' book. The visiting speaker will be issued with a visitors' badge which they must wear at all times whilst on school site.

The Deputy Head Pastoral will keep a record of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

Further information is available in the School's Visiting Speaker Policy.

5. Parents

Parents are asked to always let the House (Hm/AHm/Matron) know in advance when coming to visit their children in the boarding House or when taking their children out.

6. Visitors to staff accommodation in boarding houses

See separate policy.

Appendix 1 – Checklist for Visiting Speakers

	Action	Details
	Details of the arrangements	
1)	Name and department of the staff member responsible for booking the Visiting Speaker.	
2)	Name of Visiting Speaker.	
3)	Visiting speaker contact details.	
4)	Date and time of presentation.	
5)	Audience details.	
6)	Confirm that: <ul style="list-style-type: none"> • the Visiting Speaker Policy has been sent to the Visiting Speaker • the Visiting Speaker has been briefed on the School's Safeguarding Policy 	
7)	Booking form completed with details of venue, IT resources, catering requests.	
8)	Has the event been entered in the school calendar (iSAMS)?	
9)	Has the event been entered on the weekly bulletin?	
10)	Cost / Budget	
	Checklist	
11)	Visiting Speaker biography, to include speaker's organisation and other affiliations.	
12)	Details of presentation to be provided (please explain the nature and content of the talk).	

13)	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc.).	
14)	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty? If such concerns exists, refer the matter to the designated safeguarding lead (DSL).	Yes No (refer to DSL)
15)	Confirm that the Visiting Speaker will not be left alone with pupils and undertaking a regulated activity.	
16)	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	
17)	Confirm the Risk Assessment form been completed and a copy provided to the DSL	
18)	Confirm a copy of this form has been provided to the Deputy Head Pastoral for inclusion in the School's visiting speaker log.	

Please note: all visitors must report to reception, sign in and wear a visitors badge at all times when on School premises. If the speaker arrive after reception is closed, the member of staff responsible for hosting should arrange to sign in with reception earlier in the day and ensure a badge is prepared in advance. All visiting speakers should be accompanied by a member of School staff at all times when on School premises.

Signed

Date

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Countersigned by a Deputy Head or the Headmaster

Signed

Date

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Appendix 2

School Café (Café 37) – Safeguarding Arrangements

Café 37 is supervised by a member of school staff at all times. All Café 37 staff are safeguarding trained.

The School allows parents (senior school and prep school) to use Café 37 at designated times.

Parents are not in regulated activity and the School has risk assessed parents using the facility.

The School has safeguarding procedures in place to ensure that only parents of Wellington School pupils use Café 37 at these times, and that parents using Café 37 are clearly identified and supervised.

Notices are clearly displayed in the Café 37 detailing the following procedures.

Procedures

Parents of Wellington School Pupils may use Café 37 during the School day at the following times:

Monday to Friday, 08:00 to 10:30 and 15:00 to 17:00.

Parents are required to abide by the following procedures when using Café 37.

Please note, the following procedures apply only to Wellington School and Wellington Prep School parents visiting Café 37 at permitted times. At all other times parents visiting the School must follow procedures detailed in the School Visitors' Policy and sign it at reception. All visitors who are not parents must follow the School's Visitors' Policy and sign in at reception and are not permitted to sign it at Café 37.

- upon arrival, parents must sign in: this in the presence of school staff at the serving counter;
- parents will then be issued with a red lanyard, identifying them as a parent. This lanyard must be worn at all times when in Café 37;
- when leaving, the parent must sign out and return the lanyard.

Toilet facilities

Any parent using Café 37 who wishes to use a toilet is signposted to the School Reception where they can use a 'staff and visitors only' toilet. Pupils do not have access to this facility or this part of the School.