



SEDBERGH INTERNATIONAL SUMMER SCHOOL

Visitors' Policy	
Version	2020.2
Effective from	October 2020
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
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Frequency of Audit	Annual
Circulation	Parents (by request) All staff
Publication	Staff Induction Website

Introduction

Sedbergh International Summer School ("the Summer School") is fortunate to occupy rural locations on the edge of a small market town. This setting creates challenges because a fundamental feature of the Summer School is its open campus and close integration with the town. It is not possible to secure the campus, as one might an urban school, which would destroy the very essence of the School.

Our most important means of securing the safety of pupils and School property is **vigilance**, especially during the busy summer months. Staff members who work in term-time may visit to adjust their classrooms or collect belongings, and temporary Summer School staff should feel confident enough to challenge anyone they do not recognise, keeping in mind that they may be staff members.

Suspicious behaviour, by a person with or without a visitors' badge, is a source of concern which should always be reported. The Summer School will attract numerous visitors for a variety of reasons and these will be classified as day or overnight visitors.

Day Visitors

Parents of current pupils

- Parents of current pupils may participate in Summer School events at the discretion of the Course Director. This is recommended for no more than one day (e.g. when dropping off/collecting a child for the Summer School).
- They may visit their son/daughter's boarding house but should sign in at reception and wait for a staff member to accompany them to the house. It is recommended to meet in a public space such as the library rather than in the boarding house.
- Parents may only enter sleeping accommodation or bathrooms when dropping off/collecting a child for the Summer School.

Visitors who are not parents of current pupils who wish to access any School buildings

- Visitors should report to the main School Reception where they will sign in and will be given a visitors' badge. The Receptionist will check the legitimacy of the visit and brief visitors about visitors' facilities and arrangements for their visit. Where the visitor is not known by the staff member signing them in, they will present photo ID to verify their identity. This will be photocopied and kept on file with the visitors' record.
- Visitors should return their badge at the end of their visit.

Overnight Visitors

Summer School staff may have visitors on their day/night off. Summer School staff residing off-site (such as in the Anvil Court flats) may be permitted overnight guests with permission from anyone sharing their accommodation. Summer School staff residing in boarding house accommodation are not permitted overnight guests in the house and day visitors are not permitted in boarding house accommodation. Any Summer School staff are encouraged to stay in nearby Kirkby Lonsdale, where there are a number of competitive options for accommodation, on their night off if they wish to have visitors. The same applies for any relationships which are formed between staff members during the summer course and who reside in boarding house accommodation.

Contractors & Maintenance Staff Visiting Boarding Houses

All contractors and maintenance staff visiting boarding Houses should check in with main reception on arrival and complete the visitors' signing in sheet (see appendix 1). On conclusion of the visit, the visitor should sign out using the same sheet.

Appendix 1 - Staff and Contractor Signing In and Out sheet / Roll call sheet _____ House

Date	Surname	Employer	Time in	Time out	Mobile Number	Staff roll call in event of fire alarm

Visitors' Policy – Action Points

UNDERTAKING	BY WHOM
Report any suspicious behaviour of campus visitors, with or without a visitors' badge	All staff
Check the legitimacy of the visit when signing in all visitors	Reception staff
Inform reception when expecting a visitor	All staff responsible for a visitor
Check visitors have been issued with a visitors' badge	All staff responsible for a visitor
Ensure visitors' badges are returned to reception upon departure of visitors	All staff responsible for a visitor
Assess the risks of any visitor to the campus working independently	All staff responsible for a visitor
Ensure appropriate permission is sought in advance of visitors to Prep School staff accommodation (off-site)	Prep School off-site staff
Sign in/out of school at reception and check which rooms/areas are out of bounds.	All contractors & maintenance staff