



## SEDBERGH INTERNATIONAL SUMMER SCHOOL

<b>Visitors' Policy</b>	
Extent of Policy	Sedbergh International Summer School
Policy Owner	Gemma Newton
Frequency of Audit	Annual
Publication	Staff Induction Website

### **Introduction**

Sedbergh International Summer School ("the Summer School") is fortunate to occupy rural locations on both Senior and prep school campuses. This setting creates challenges because a fundamental feature of the Summer School is its open campus and close integration with the community. 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.

The Summer School will attract numerous visitors for a variety of reasons and these will be classified as day or overnight visitors.

**Suspicious behaviour, by a person with or without a visitors' badge, is a source of concern which should always be reported.**

### **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).

- We ask that parents send us a photo of their ID in advance of dropping off/collecting their child.
- Parents should sign in at reception and wait for a staff member to accompany them on site.
- Parents are requested not to enter sleeping accommodation or bathrooms when dropping off/collecting a child for the Summer School, unless with staff approval in advance.

### **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 electronically, sign the Visitor's Policy, and 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 residing off-site may be permitted an overnight guest on their night off, only with advance permission from a Course Director and anyone sharing their accommodation. Summer School staff residing in boarding house accommodation are **not** permitted overnight guests in the house. Day visitors may be permitted only with advance permission from a Course Director. They must sign in at reception and wear a visitor's badge, should be accompanied by a member of staff at all times and are not permitted in boarding house accommodation.

If Summer School staff residing in a boarding house wish to have visitors on their night off, they must find alternative accommodation, at their own cost. The same applies for any relationships which are formed between staff members during the summer course and who reside in boarding house accommodation. Please refer also to the Staff Code of Conduct.

All visitors should sign in and out at reception and wear a visitor badge whilst on site.

### **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.

**Visitors' Policy – Action Points**

<b>UNDERTAKING</b>	<b>BY WHOM</b>
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

