

VISITORS POLICY



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- ***Help young people to achieve their greatest potential***
- ***Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others***
- ***Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini***

Our Vision Statement – the long-term change resulting from our work

‘Begin Here, Go Anywhere’

Ratcliffe's unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College's inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

VISITORS POLICY (INCLUDING CONTRACTORS AND VISITING SPEAKERS)

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INTRODUCTION

Ratcliffe College welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the school that they make. However, to ensure that safeguarding requirements are met visitors must be made aware of and adhere to the school policies and procedures, in particular Disclosure and Barring Scheme DBS checks and Health & Safety requirements. For the purposes of this policy, parents/carers are also classed as visitors during school hours.

PRINCIPLES

To provide a safe environment for all visitors and to ensure that they are able to comply with the school's requirements for Health and Safety as far as it affects them. To ensure that visitors to the School, including Contractors and those hiring the School's premises, are suitable and are appropriately supervised during their time on School premises.

All School staff and students will be made aware of the school's policy for visitors. If a member of staff or a student meets anyone in the school who are not obviously members of the school community and are not wearing Ratcliffe College visitor identification, they should politely enquire of the visitor if they require help and direct them to Reception. If a student is in any doubt about the legitimacy of the person, they should inform a member of staff immediately.

PROCEDURES

To ensure the safety of our students and to make the most of classroom input by visitors, and to ensure that this input is appropriate, the following guidelines will be followed:

- Prior to arranging a visit, consider how the session will add value to the school in terms of learning and school management.
- If appropriate, e-mail this policy to your visitor(s) in advance of their visit.
- Reception should be informed of any planned meetings/visits in advance.
- Visitors should use the main school entrance and report to Reception on arrival. Visitors must not enter the school by any other entrance.
- All visitors must be asked to sign in at reception, stating the purpose of their visit and who they are visiting.
- All visitors will be asked to produce formal identification by the receptionist.
- Contractors should be signed in before being introduced to the Site manager or Maintenance Team who will provide relevant site access as required.
- Contractors will be expected to adhere to Health & Safety regulations and ensure that safe working practices are followed.

- All visitors are required to wear a Ratcliffe College visitor's ID badge when on school premises which is relevant to their purpose. An infographic setting out the differing types and colours of lanyard is shown at Appendix B.
- Regular visitors working with students in the school are required to go through DBS procedures.
- The School will seek confirmation from organisations for representatives who visit the school on a regular basis that safeguarding checks including a satisfactory DBS disclosure have been completed. This information will be recorded on the Contractors tab on the School's Single Central Record.
- Visitors should be met in Reception and be escorted into the school by the member of staff responsible for the visit, or their representative. If possible, please provide your visitor with a contact number for when they arrive.
- Visitors should be made aware of the Code of Conduct (Appendix 1) for school visitors, fire regulations, and any Health & Safety and Safeguarding policies and procedures. Information is made known to visitors through the In Ventry system when signing in and through information provided in the Safeguarding and Visitor Code of Conduct Leaflet provided.
- Visitors to the classroom should be made aware of the school ethos and must always comply with the policies, administrative rules and School procedures.
- All visitors must sign out and return the Visitor's badge before leaving the site. (NB on departure, all visitors are required to enter the time of departure to meet health and safety requirements). This process will be overseen by the Ratcliffe member of staff who has arranged the visit or someone else they have delegated the task to who is also a member of Ratcliffe staff. Students must not be asked to sign in or sign out visitors to the College.

The above procedure will be applied to all visitors to the school, including volunteers, work placements, contractors and visitors from external agencies.

Visitors should be made aware that if they have any concerns regarding a child at the school during their visit they must report it to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or any other member of staff. Details of safeguarding contacts and information for visitors is held in the safeguarding information leaflet provided to visitors on arrival.

Visitors should be advised that if they have any concerns about the conduct of a member of staff during their visit, they must report it to the Headmaster. In the absence of the Headmaster the matter should be reported to the Senior Deputy Head or the Designated Safeguarding Lead. If the concern relates to the Headmaster then the matter should be raised with the Chair of Governors.

Visitors into Boarding Houses

- Only those students who are staying in boarding access the boarding areas. Therefore, day students may not access the boarding houses at any time.
- If a non-boarding student requires access to the boarding house at any time, permission must be sought from the Senior member of staff on duty.
- All other visitors accompanying boarders, must not access the boarding areas except on the first and last day of term when helping boarders to drop off or pack up their bags, and having signed in first and accompanied by a member of staff.
- All visitors must seek permission from the Senior Member of staff on duty before entering the boarding areas.
- All other visitors to boarding must be always accompanied and the Senior member of staff on duty must be aware of their visit.

Guests of Resident Staff

We want all residential staff to enjoy time with their family when 'off duty' – so far as this is possible when living in on-site accommodation which is attached to the boarding houses. More importantly though, and of paramount importance, is the **safety and well-being of all our Boarders**.

The following must always occur whenever Resident staff have visitors:

Visitors must have no unsupervised access to Boarders – i.e.

- They should not be given the school door access codes.
- They should not enter the coded areas of the boarding houses or have knowledge of the codes.
- They must not be alone in communal boarding areas, including corridors.
- If you wish to show visitors around the Boarding House or areas for students such as the boarding lounge, etc., this should only happen out of term time or with the express permission of the Housemaster or Housemistress.

A member of staff who contravenes the above will have breached the staff code of conduct. It is the responsibility of Resident staff to explain the school's expectations to all visitors to their accommodation:

- The expectations outlined above.

- Receive a copy of the safeguarding booklet on their first visit and receive updates if they are regular family member.
- We are a non-smoking campus.
- General conduct and consideration for the students and staff and other families living on-site.
- Emergency evacuation procedures.

VISITING SPEAKERS

Ratcliffe College often invites speakers from the wider community to give talks to enrich our pupils' experience. The school recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put into their presentations.

The purpose of this Policy is to set out the school's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from them.

This policy should be read in conjunction with the School's Safeguarding and Child Protection Policy.

Overview

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable.

The School's responsibility to pupils is to ensure that they can critically assess the value of the information that they receive. Such information must align to the ethos and values of the College and be consistent with British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

The member of staff preparing the visit should ensure:

- The work and values of the organisation represented by the external speaker are compatible with the aims and ethos of the Catholic school.
- The focus of the work and presentation complements the curriculum or educational experience of the pupils involved.
- The external speaker has the necessary skills, experience and knowledge and that the delivery and outcomes are age appropriate to the pupils attending.
- The aims and outcomes are clear, achievable and agreed between the member of staff and the external speaker

Process

All requests for outside speakers (be this from a pupil or member of staff) must firstly be discussed with a member of the Senior Leadership Team.

The school will undertake a risk assessment before agreeing to a Visiting Speaker attending the school. The risk assessment forms part of the Pre Event Planning Form and will be discussed at diary meetings. This will consider any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The school may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. In practical terms this can include online open-source searches on the individual and/or the organisation they represent. The school will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The school will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers visit. In some cases, the school may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the College.

A member of school staff will be present during the visit/talk and will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to Deputy Head Pastoral as soon as reasonably practicable after the talk/visit.

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.

On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign the visitors' book (Preparatory School) or electronic sign-in system (Senior School). The Visiting Speaker will be issued with a visitors' badge which they must always wear whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy.

The school will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.

Large Scale Organised Events

On occasion, Ratcliffe College will organise and facilitate large scale events such as Awards Ceremonies and similar where parents, family members and friends would be invited to attend.

Such events can attract many visitors onsite and in some cases in the region of 500 attendees. On such occasions, the normal processes of individuals signing in and receiving a lanyard would be administratively burdensome and excessive and would impact on the effectiveness and efficiency of the event.

To facilitate such events, and to ensure the safety of those visitors, students and staff, mitigating actions need to be considered:

- Large events are open to the school community and invited guests only
- Visitors to large events may be subject to additional screening procedures including bag checks or metal detectors, depending on the nature of the event.
- Emergency evacuation routes and procedures will be communicated at large events.
- School staff and security personnel, if appropriate, will monitor entrances, exits, and crowd flow to ensure safety.
- Any visitor behaving inappropriately or causing disruption during large events will be asked to leave

Safety and Security

- Visitors must follow all posted safety signs and instructions given by school staff.
- The school has the right to search bags or personal belongings of visitors if deemed necessary.
- Visitors are prohibited from photographing or recording students without prior approval from school administration.

Visitor Conduct

- Respectful behaviour is expected from all visitors.
- Visitors must not interfere with teaching or school activities.
- Disruptive or unsafe behaviour will result in immediate removal from school premises.

The requirements of Martyn's Law are considered in the Prevent Action Plan's.

Appendix A



Visitor Code of Conduct

Ratcliffe College welcomes visitors and recognises the important contribution to the enrichment of the curriculum, life and work of the school that they make. To ensure that our safeguarding requirements are met, and to help your time in our school run smoothly, please help us by reading and complying with the following rules and regulations. By signing the visitor register you are agreeing to abide by our school visitor code of conduct.

- Please report to the Main Reception in the Senior School or the Preparatory School Reception and sign in and out of the premises.
- Please always wear a visitor's badge.
- Value and respect different racial origins, religions, cultures and language.
- Do not promote your own political or religious beliefs, unless this is within the confines of your talk as an external speaker and as agreed in advance with the College.
- Confidentiality should always be maintained.
- Use appropriate language and behaviour with students.
- Do not manage classroom behaviour; a teacher will always be present.
- Physical contact with students is strongly prohibited unless overseen by a teacher and is essential for health and safety reasons.
- Do not be alone with a student.
- If you feel in any way uncomfortable about the behaviour of a student, please discuss this with the teacher or staff present.
- Whilst preparing your work area ensure there are no students present.
- Any equipment or work in progress that needs to be stored on school premises during the visit must be highlighted to relevant staff and appropriate arrangements made.
- If you have been given access to Ratcliffe College's ICT systems, you will be required to comply with our Acceptable Use policy. A copy will be provided where appropriate.
- Car parking is available. Please drive with extra caution on school premises, following the speed limit, directional arrows and designated entrances and exits. Do not park in the drop off zone. Switch off any music as you enter the school grounds and do not leave your car idling whilst stationary.
- Do not obstruct fire exits – even temporarily.
- Check with reception where you can unload and park.

- Keep your vehicle always locked and never give a student a lift in your vehicle.
- Only use staff toilets and washrooms. A member of staff will direct you to the nearest staff WC.
- Please report any breakages to a member of staff.
- Do not wander away from the member of staff accompanying you.
- Do not smoke on school premises which includes vaping.
- Please follow any Health and Safety guidelines that may apply.
- For First Aid, please report to Reception. Please report any accidents or incidents to Reception.
- Please be familiar with the school's fire evacuation procedure, which will be made available on your arrival.
- If you are a regular visitor to the school, and are working unsupervised with students, you are required to have an enhanced Disclosure and Barring Scheme (DBS) check.

Appendix B



RATCLIFFE COLLEGE

WHAT OUR LANYARDS MEAN



BLUE lanyard worn by the majority of staff.



GREEN lanyard worn by a member of staff who is a Designated Safeguarding Lead.



RED lanyard worn by visitors who must be accompanied by a member of staff at all times.



ORANGE lanyard worn by contractors able to work unaccompanied.



YELLOW lanyard worn by contractors who must be accompanied by a member of staff at all times.



BLACK lanyard worn by Trustees or Governors.



PURPLE lanyard worn by volunteers who can work unaccompanied.