

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

“Strength of Mind, Strength of Values, Strength of Purpose”

Strength of Mind

We aim to enable our students to be truly independent thinkers and to think ‘big’ ideas, using their creative instincts. We aim to empower our students to develop resilience through a growth mind set adopting a ‘not yet....’ rather than a ‘can’t do....’ attitude to their learning and their personal development. We aim to develop young people to become critical thinkers with the capacity for original thought and ideas. We aim to cultivate young minds to accept and welcome failure as a natural part of self-improvement and personal growth – how can we know how to improve unless we first fail?

Strength of Values

Ratcliffe College’s educational ethos and Christian values are emphasised by a strong sense of moral purpose and commitment to doing what is right for children and young people. With Christ at the centre of our learning, we educate young people to live their lives based on the Gospel Values: faithfulness and integrity, dignity and compassion, humility and gentleness, truth and justice, forgiveness and mercy, tolerance and peace, service and sacrifice.

As Christians, we hear the call of the Gospel to seek perfection by loving God and others with all our strength, anchored by our School motto, *Legis Plenitudo Charitas*: ‘Love is the fulfilment of the Law’. We aim to educate young people to see Christ in others and to help those less fortunate than themselves or those in need. As a through school with children from 3 to 18, we aim to instil a deep sense of community and belonging to the Ratcliffe College family of Schools: Nursery, Preparatory and Senior.

Strength of Purpose

Finally, we aim to educate young people to have a strong sense of who they are and their purpose in the world. We aim to inspire our young people to become the leaders of the future. Our aim is to nurture the God-given talents of every student, whether academic or part of the co-curriculum, so that they achieve their greatest potential and are equipped academically, socially, emotionally and spiritually to go forth and make a positive difference to the communities in which they live and work.

VISITORS POLICY (including contractors and visiting speakers)

Policy for Visitors to Ratcliffe College

Author: C BELLAMY	Receiver: All
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Rationale

In line with the School's Mission Statement. We aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

LEGISLATION/GUIDANCE

Protecting the public HSG151
Government Prevent Duty
Counter-Terrorism and Security Act 2015.

COVID-19 GOVERNMENT GUIDANCE FOR FULL OPENING; SCHOOLS

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

NHS TEST & TRACE: How it works

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

ARRANGEMENTS:

1. General Duties
2. Specific Duties

Policy

To provide a safe environment for all visitors 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.

Organisation

The key personnel responsible for ensuring that this policy is carried out are as follows:

- a. Bursar.
- b. Estates Manager, in his capacity as Health & Safety Officer.
- c. Member of staff responsible for inviting the visitor.

The responsibilities of these personnel are as follows:

a. **Bursar:**

- To check the identification by requesting to see either an identification badge or driver's licence of visitors arriving on site and ensure they sign in at the front office and record their vehicle registration number. Should the front office be closed a separate signing in sheet will be used and a visitors badge provided.
- To provide for visitors details of the arrangements relating to Health and Safety, means of escape, first aid, and other emergency procedures that the school has in place.
- To provide for members of staff who receive visitors, up to date details on temporary and permanent arrangements affecting the safety and suitability of visitors.
- To review regularly arrangements for the safety and suitability of visitors.
- To make visitors aware that should they have any concerns regarding a child at the school during their visit they must report it to the Designated Safeguarding Lead, Jo Cartwright (Deputy Head of the Prep School) or Clement Donegan (Deputy Head Pastoral, Senior School).
- To make visitors aware that should they have any concerns about the conduct of a member of staff during their visit they must report it to the Headmaster.

The above details can be found in the booklet "Safeguarding Information for Visitors" which is supplied to all visitors on arrival at Reception.

b. **Estates Manager:**

- To check the identification by requesting to see either an identification badge or driver's licence of visitors arriving on site and ensure they sign in at the front office and record their vehicle registration number. Should the front office be closed a separate signing in sheet will be used and a visitors badge provided.
- To make sure that all contractors who work on site are made aware of the school's Health & Safety policies and procedures in so far as they affect the nature of their work and where they are carrying out work.
- To make sure that the school is made aware of the presence of contractors on site in so far as it affects the normal running of the school.
- To ensure that contractors are assessed for suitability of working in a school environment prior to being engaged to carry out work
- To make visitors aware that should they have any concerns regarding a child at the school during their visit they must report it to the Designated Safeguarding Lead or their Deputy, Jo Cartwright (Deputy Head of the Prep School) or Clement Donegan (Deputy Head Pastoral, Senior School).
- To make visitors aware that should they have any concerns about the conduct of a member of staff during their visit they must report it to the Headmaster.

The above details can be found in the booklet "Safeguarding Information for Visitors" which is supplied to all visitors on arrival at Reception.

c. **Member of Staff:**

- To check the identification by requesting to see either an identification badge or driver's licence of visitors arriving on site and ensure they sign in at the front office and record their vehicle registration number. Should the front office be closed a separate signing in sheet will be used and a visitors badge provided.
- To ensure that visitors they have been invited are made aware of temporary and permanent arrangements that are in place and provided with information to ensure their safety.
- To ensure that any visitors are fully and suitably supervised whilst on site.
- To notify the Estates Manager of any incident or matter that may affect the safety of visitors.
- To make visitors aware that should they have any concerns regarding a child at the school during their visit they must report it to the Designated Safeguarding Lead or their Deputy, Jo Cartwright (Deputy Head of the Prep School) or Clement Donegan (Deputy Head Pastoral, Senior School).
- To make visitors aware that should they have any concerns about the conduct of a member of staff during their visit they must report it to the Headmaster.

The above details can be found in the booklet "Safeguarding Information for Visitors" which is supplied to all visitors on arrival at Reception.

Arrangements

1. General Duties are to ensure that:

- 1.1 All visitors report to either the Reception desk in the main school building, Preparatory School reception or the Maintenance Department on arrival and departure.
- 1.2 All visitors are provided with a visitors' or contractors badge/lanyard and wear it prominently at all times.
- 1.3 All visitors are signed in and out.
- 1.4 Advance warning is given and signs are displayed in prominent places so that students, staff and residents are made aware of any temporary measures that may be in place as a result of contractors working on site.
- 1.5 Signs are displayed in prominent places so visitors are made aware of any temporary measures that may be in operation during their visit, e.g. testing of fire alarms or closure of areas for maintenance.

2. Specific Duties are to ensure that:

- 2.1 Visitors to events held at the school are provided with adequate information that ensures their health, safety and well-being.
 - To check the identification by requesting to see either an identification badge or driver's licence of visitors arriving on site and ensure they sign in at the front office and record their vehicle registration number. Should the front office be closed a separate

signing in sheet will be used and a visitors badge provided.

- Introductions made before each event must include advice on the necessary action to be taken in the event of the fire alarms sounding and any other temporary measures that may be in place as a result of contractors working on site.
- To make visitors aware that should they have any concerns regarding a child at the school during their visit they must report it to the Designated Safeguarding Lead or their Deputy, Jo Cartwright (Deputy Head of the Prep School) or Clement Donegan (Deputy Head Pastoral, Senior School).
- To make visitors aware that should they have any concerns about the conduct of a member of staff during their visit they must report it to the Headmaster.

The above details can be found in the booklet “Safeguarding Information for Visitors” which is supplied to all visitors on arrival at Reception.

2.2 Visitors, who are setting up for events being held at the school, are provided with adequate information that ensures their health, safety and well-being.

- The staff at Reception are given prior notice that visitors will be coming to set up for events by the event organiser.
- On arrival the visitors report to Reception, book in and are given a visitors’ badge. Their identification is checked by requesting to see either an identification badge or driver’s licence and a record of their vehicle registration number. Should the front office be closed a separate signing in sheet will be used and a visitors badge provided.
- To make visitors aware that should they have any concerns regarding a child at the school during their visit they must report it to the Designated Safeguarding Leader or their Deputy, Jo Cartwright (Deputy Head of the Prep School) or Clement Donegan (Deputy Head Pastoral, Senior School).
- To make visitors aware that should they have any concerns about the conduct of a member of staff during their visit they must report it to the Headmaster.
- Where visitors use school equipment to set up for an event, they are to sign to accept responsibility for complying with the conditions for use and that they are aware of the procedures operating in the event of an emergency.

d. **Visitors into Boarding Houses**

The purpose of this policy is to preserve the privacy and security of students’ and their rooms.

- It is important that only those students who are staying in boarding access the boarding areas. Therefore, day students may not access the boarding houses.
- 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, should 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.
- 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 accompanied at all times and the Senior member of staff on duty must be aware of their visit.

e. **Guests of Resident Staff**

We want all residential staff to enjoy a family life 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**.

Implementation

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 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 Head of Girls' or Boys' Boarding

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

Link to other policies

- Safeguarding and Child Protection Policy
- **COVID -19 Visitors Policy**