



Visitors' Policy

INTRODUCTION

Denstone College has a legal duty of care for the Health, Safety and Security of all its pupils and staff. This duty of care incorporates the duty to safeguard all pupils and it is the responsibility of all College staff and Governors to ensure that this duty is upheld at all times.

Denstone College welcomes and encourages parents, Old Denstonians and other people to visit Denstone College, recognising that there are many potential benefits which can result from increased interaction with the public. At the same time, we have a legitimate interest in avoiding disruption to the educational programme, protecting the safety and welfare of pupils and staff, and to protect the facilities and equipment from potential misuse or damage. A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to the Denstone College site and buildings.

POLICY OBJECTIVE

To provide a clear procedure, which conforms to the latest safeguarding guidelines, for the admittance of external visitors to Denstone College and for this procedure to be known, understood and upheld by all staff, Governors, parents and visitors.

POLICY RESPONSIBILITY

The Head of Compliance is the member of staff responsible for monitoring implementation, coordination and review of this Policy. This person will also be responsible for liaising with all persons as deemed appropriate in line with the circumstances presented. All breaches of this Policy must be reported to the Head of Compliance.

DEFINITION

Visitors are classified as anyone coming onto the Denstone College site, whether for business, i.e. Contractors, Visiting Speakers, Delivery Drivers or for leisure purposes, visitors to staff living on site, Golfers, and members of the public using the public rights of way.

ACCESS TO SITE

Access to the Denstone College site cannot be entirely controlled as the perimeter is bounded by open fields and crossed by public rights of way. The policy for limiting access therefore relies on channelling visitors towards The Lodge (where appropriate), staff vigilance, using appropriate signs and as far as possible, informing those who enter the Denstone College site of the areas that are private and should be considered out of bounds.

Within the site, access to individual buildings is controlled either by means of electronic locks, keypad entry control, entry fobs or by locking buildings when not in use. Access to other areas is dependent upon individual members of staff either closing or locking doors and by constant vigilance. Thus security within the site is managed at four levels:

Level 1: Boarding areas - where there must be restricted public access when pupils are present, with the exceptions of the beginning or end of term and at exeat weekends when parents, guardians and/or family members are picking up and dropping off pupils, and College staff are circulating.

Level 2: Academic areas, such as classrooms - where visitors may be present when accompanied by a member of staff or designated guide, provided they have registered at The Lodge and wear a white visitor's lanyard throughout their time on site. Staff should inform The Lodge of any planned visitors prior to the visit occurring so that staff at The Lodge are expecting them.

Level 3: Public events - hosted in areas such as the School Room, the Dining Hall, the Chapel and the sports fields and pitches. These events may include Parents' Evenings, performances or sporting fixtures. When large scale public events take place it is most prudent for staff and pupils to assume that all individuals on site who they do not recognise as a College pupil or member of staff, are visitors, therefore additional vigilance and caution is required from all College staff, both academic and operational during these events. Visitors to Open Mornings, are required to sign in at a designated point (usually the Dining Hall) providing their name and address. All tours of Denstone College are guided. Additional marshals will be used for such events to aid the flow of traffic and where practicable, to ensure that visitors only enter areas in which they are permitted.

Level 4: Public Access to the swimming pool, golf course and Enterprise lets, together with the public rights of way – bridleways and footpaths. All members of the public using the swimming pool, golf course and College facilities via Enterprise are known to our affiliated organisations and should be identifiable by them i.e. all pupils of the Swim School are pre-registered, as are members of Denstone College Golf Club.

It is vital that all members of College staff adhere to their responsibilities in securing College premises where required and ensuring that any visitor(s) for whom they are responsible comply with this Policy at all times when on site.

GENERAL PRINCIPLES

- Visitors to Denstone College may be asked to provide formal photo identification at the time of their visit. They must follow the procedure set out below in this Policy.
- College visitors must report to The Lodge upon their arrival on site. No visitor is permitted to enter College buildings via any other entrance unless an exception is provided for within this Policy, (such as Theatre performances, and sports fixtures).
- At The Lodge, all visitors must state the purpose of their visit and who they are here to see. The visitor should be ready to produce formal identification upon request.
- All visitors will be asked to record their details via the electronic portal in place at The Lodge. They will be asked to detail their name, organisation (where relevant), who they are visiting and car registration.
- At the time of registering at The Lodge visitors will also be requested to watch the College's short health and safety site induction, as they may not have been sent the link prior to their attendance on site.
- All visitors will be required to wear a College identification badge on a white visitor lanyard which must remain visible throughout their visit, unless there is a health and safety reason why this cannot take place, i.e. working on machinery where there is a risk of entanglement. (Lanyards will be sanitised between each visitor to reduce the risk of cross-infection.)
- Visitors will then be escorted to their contact member of staff or their contact member of staff will be asked to come to The Lodge to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied.

VISITORS' DEPARTURE FROM COLLEGE

On departing, visitors' must leave via The Lodge and:

- Scan their pass.
- Return their lanyard to Lodge staff.

- Leave the site immediately and, where possible and deemed necessary, should be monitored leaving via the main entrance.

VISITORS TO BOARDING AREAS

Access to boarding areas must be strictly controlled. No visitor, including a parent, is permitted to enter the boarding area other than by prior arrangement with the boarding staff; this can be either by phone call, e-mail or text message. The duty mobile number for each boarding area can be found by the entrance to the boarding area for those who have not made arrangements in advance. It is then expected that visitors will sign into and out of the boarding area using the visitors' book, and be accompanied by the pupil they are visiting. The exception to this is parents and guardians at the beginning or end of half term/term, and at exeats, at which point access is allowed as staff are on hand to monitor the arrival and departure of pupils at these times. There is no requirement to sign in at The Lodge where a visitor has signed in with a boarding area.

VISITORS TO STAFF RESIDENTIAL PROPERTIES

There are many staff properties within the Denstone College boundary and visitors to these properties will consist of family members or friends of staff, who may remain either for the day, overnight or for longer periods. The responsibility of ensuring such visitors do not enter pupil boarding areas or other restricted parts of the site rests with the member of staff being visited. Resident staff must inform HR of any visitors that they are expecting for an extended period of time (one week or over) as it may be necessary to carry out a DBS check, depending upon the duration and circumstances of their stay. There is no requirement for staff visitors to sign in at The Lodge unless they will be accessing general areas on site.

VISITORS TO THE SPORTS FACILITIES, THEATRE AND CHAPEL

The swimming pool, golf course and sports facilities are made available to fee paying members of the public at specific times of the week via Denstone College Swim School, Denstone College Golf Club and Denstone College Enterprises Ltd. The individuals who enter into the agreements with the aforementioned bodies are given instructions indicating the route and car parking that they should use when arriving and departing from the site. The fact that Denstone College is a boarding community and that all other areas should be considered out of bounds to them is also highlighted, as is the requirement that they observe the site speed limits and one-way system. If any member of the Golf Club brings along with them a guest, this guest must be signed in at the Golf Hut.

The Chapel, Dining Hall and School Room will occasionally be used by members of the public for private functions, booked via Denstone College Enterprise Ltd. These events will normally be limited to College holidays and exeats, but notwithstanding this, event organisers must inform those attending their function, of the route and car park that guests should use when arriving and departing from the venue. (This will be a specific term within the contract.)

Denstone College Golf Club

All members of Denstone College Golf Club and any guests should sign in and out at the Golf Hut. They should carry proof of their Golf Club membership with them when on site and present it upon request. (Failure to comply with the safety procedures set down or present their ID could result in permission being withdrawn to use the facility.)

Users of sports facilities

Anyone who is arranging private tuition out of term time should provide an appointment log to The Lodge so that Denstone College is aware of who is on site should anything untoward occur and support be required.

Any person attending private tuition should be provided with the following information which they are expected to adhere to whilst on College premises:

- Use rubbish bins provided to dispose of any rubbish that they generate or take it home with them.
- If dog(s) are brought onto site, they must be kept on a lead at all times and any mess that they make cleaned up and disposed of in the bins provided around the site or taken home.
- To bring their own water with them as they will not have access to water fountains whilst on site.
- They are only to use the facilities that they have been approved to use, and not wander around the site because of the safeguarding requirements place on Denstone College.

CONTRACTORS

All contractors must report to The Lodge if arriving between 8.30 a.m. and 5.30 p.m. or to the individual member of staff responsible for their visit outside of these hours. The contractor will be asked to sign in and will be issued with a white visitor lanyard which they must wear at all times whilst on site, unless there is a health and safety reason why this cannot happen. They must also sign out as they leave the Denstone College site.

Contractors fall into two categories:

1. Those DBS checked by Denstone College due to the regular nature of their on-site work such as electrical or heating contractors or specialist sports coaches. As these individuals will all have satisfactory DBS certificates and clear 'barred list' checks together with company checks, there is no need for these contractors to be directly supervised whilst on site.
2. Those without DBS checks, who must be directly supervised throughout their time on site by either a member of College staff or their employer (the lead contractor) for whom Denstone College must have satisfactory DBS clearance.

Prior to coming onto site all contractors should be issued with a link to the College's short health and safety site induction by their host (<https://vimeo.com/774778138>), together with a link to the confirmation form ([H&S Induction Confirmation](#)). They should be asked to sign to confirm that they have watched, understood and will adhere to the site rules set out; confirmation of which should be received by the appointing member of College staff before they come onto site. All contractors will be also issued with the Instructions for Denstone College Contractors (see the Health & Safety Procedures Manual) which gives more detailed information on the standards of conduct and behaviour required when on site, including information about Denstone College's Safeguarding Policy.

Contractors will be expected to only go into areas that they have been given authority to access and work in.

SERVICE PROVIDERS

All regular College service providers, e.g. regular catering suppliers, must have a standard DBS check carried out before provision of their service commences. All service providers must report to The Lodge or their lead department (for example, Catering, using the bell at Tradesman's Entrance) immediately upon their arrival on site and must leave site immediately when the purpose for their visit is concluded. Depending upon the duration of their visit, they may be asked to sign in at The Lodge and be issued with a visitor lanyard. As part of the signing in process they will be expected to watch the College's short health and safety site induction video.

They can only access the facilities that they have been approved to use, and not wander around the site because of the safeguarding duty placed on Denstone College.

VOLUNTEERS

Denstone College where practicable, accepts young people on work experience where departments can accommodate them but it is essential that proper arrangements are made and risk assessments carried out, particularly with regard to supervision, safety and insurance.

All volunteers must be signed off by HR before they are able to start. (See the Employee Recruitment Policy) Volunteers are required to sign in at The Lodge on a daily basis. Under no circumstance will Denstone College permit an unchecked volunteer to have unsupervised contact with pupils. In the rare occurrence that a DBS certificate is not obtained, the volunteer shall be engaged under a non DBS Risk Assessment, and supervised at all times.

VISITING SPEAKERS

The *Prevent* statutory guidance requires schools to ensure that any visiting speakers who might fall within the scope of the *Prevent* duty, whether invited by staff or pupils, are suitable and appropriately supervised (as per Level 2 above). This means that even in cases where specific vetting checks are not required, action must be taken to ensure that they are suitable.

All visiting speakers must have a nominated point of contact at Denstone College (the Organiser)

- The Organiser must complete a request via Evolve at least two weeks in advance of the visit. This should be authorised by the Deputy Head Operations or a member of the Compliance team in advance of the visit.
- The Organiser should ensure that the request details the information the Visiting Speaker wishes to communicate, 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 Denstone College.
- The Organiser must send a copy of the Guidelines for Visiting Speakers to the speaker in advance of their visit (Appendix 1). This needs to be signed and returned; as a minimum this can be signed by the visiting speaker at The Lodge on arrival. The completed form should then be uploaded onto Evolve.
- The Organiser must conduct research on the person/organisation to establish whether they have demonstrated extreme views/actions – a biographical internet search will usually be suitable, this is to be submitted when completing the request on Evolve.
- The organiser must also ensure that the content of presentations is agreed beforehand and a copy of the presentation obtained prior to the visit, where at all possible and uploaded onto Evolve.
- If visiting speakers are proposing to carry out a practical session the organiser must ensure that they have received a copy of the risk assessment for the practical prior to the visit taking place to ensure that it can be supported by Denstone College. (This should be uploaded onto Evolve.)
- Visitors are to provide photo ID upon arrival at Denstone College. The Lodge should check this and verify the speaker's identity.
- Visiting speakers are to be accompanied at all times and are not to be left unsupervised with pupils at any point.
- In the unlikely event that the talk/presentation does not meet with the requirements of the Guidelines for Visiting Speakers, College staff have the right and responsibility to interrupt and/or stop a presentation.
- The organiser must complete a post-event evaluation (included within Evolve) of how the visit met the needs of our pupils.
- To ensure appropriate balance in terms of the views expressed by visiting speakers, the Deputy Head Operations will undertake a termly audit of the Visiting Speakers, noting any actions that need to be taken in terms of visiting speakers next term to ensure that any imbalance noted in the past term is adequately corrected in the next.

See Appendix 2 for the Visitors Procedure flowchart.

VISITING PUPILS

From time to time Denstone College hosts pupils of other schools, i.e. scholarship candidates, exchange pupils, pupils from local schools studying specialised subjects as part of Denstone College's charitable commitment and visiting teams for sports fixtures. An allocated member of staff will be identified to them who will be responsible for them whilst on site.

In the case of individual pupils attending the College without staff from their own school to supervise, whenever the pupil attends Denstone College they will be expected to sign in and out at The Lodge.

PARENTS

Parents and guardians of current Denstone pupils will need access to the campus at the beginning, end, and due to special circumstances, at other times of the Denstone College day, in order to drop off and collect their child/ren. In addition to Parents' Meetings, parents may also be invited into College for face-to-face meetings with staff at a range of other times, in which case the relevant staff would meet parents in The Lodge where they would be signed in before, and signed out following, the meeting.

GOVERNORS

All Governors must hold a satisfactory enhanced DBS certificate and be listed on the Single Central Register.

Governors should sign in and out at The Lodge unless they are here to attend a formal committee or full Council meeting, in which case their attendance is recorded within the meeting

New Governors will be made aware of this Policy and become familiar with its procedures as part of their induction. This is the responsibility of the Clerk to the Governors.

UNIDENTIFIED INDIVIDUALS ON SITE

All College staff are required to wear their individual photographic ID badge when on site at work, outside of private residencies. The badges can be affixed directly to clothing with a clip or worn on a staff lanyard (maroon). Any person on the Denstone College site who is not wearing a visible identity badge or lanyard should be challenged politely to enquire who they are and their business on site. If necessary, they should then be escorted to The Lodge to sign in and be issued with a visitors' ID and lanyard. The procedures of this Policy should then be applied.

In the event that the visitor refuses to comply, they should be asked politely to leave the site by the member of staff concerned, if they feel comfortable doing so. The Lodge, Head's Office and Compliance team should be informed promptly.

The incident will be reviewed by available members of SMT and consideration will be given to whether it is appropriate to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the Denstone College grounds, police assistance will be requested. Staff should never put themselves at risk of harm.

Public Rights of Way

As Denstone College has many public rights of way running through the estate, members of the public have the right to be on site, whilst using the public rights of way (see Appendix 3). The public rights of way are identified on the maps placed around the site and via wayfinding signs.

Because of the safeguarding duty placed on Denstone College, staff have a duty to approach anyone that they do not know, if they feel safe to do so, and who is not wearing a Denstone College ID badge/lanyard in order to enquire about their purpose for being on site.

If members of the public have strayed off a public right of way, they should be approached and politely informed of, and directed to the route that they need to take.

STAFF AWARENESS

As part of their induction, new staff will be made aware of this Policy and asked to ensure compliance with its procedures at all times.

Due to the frequency at which members of the general public access the Denstone College site, it is essential that all members of staff are committed to ensuring that all provisions of this Policy are adhered to. This will assist in quickly identifying whether an unknown individual is a legitimate visitor to the site or not.

Guidelines for Visiting Speakers

Appendix 1

Denstone College values visits from speakers that enrich our pupils' experience of College, providing them with information that helps them make decisions at different phases of their education, widening their understanding of world and global issues and providing motivational inspiration through the sharing of a speaker's experience.

Our responsibility is to ensure that they can critically assess the information they receive as to its value to themselves and that the information is aligned to the ethos and values of Denstone College and fundamental British Values.

The "Prevent" statutory guidance (The Prevent Duty: DfE, 2023) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised.

As per the "Prevent" guidance, visiting speakers are required to agree to the following terms and conditions:

- The presentation must not incite hatred, violence, or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisations without express permission from the Head or Assistant Head (Registrar & Events).
- College staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

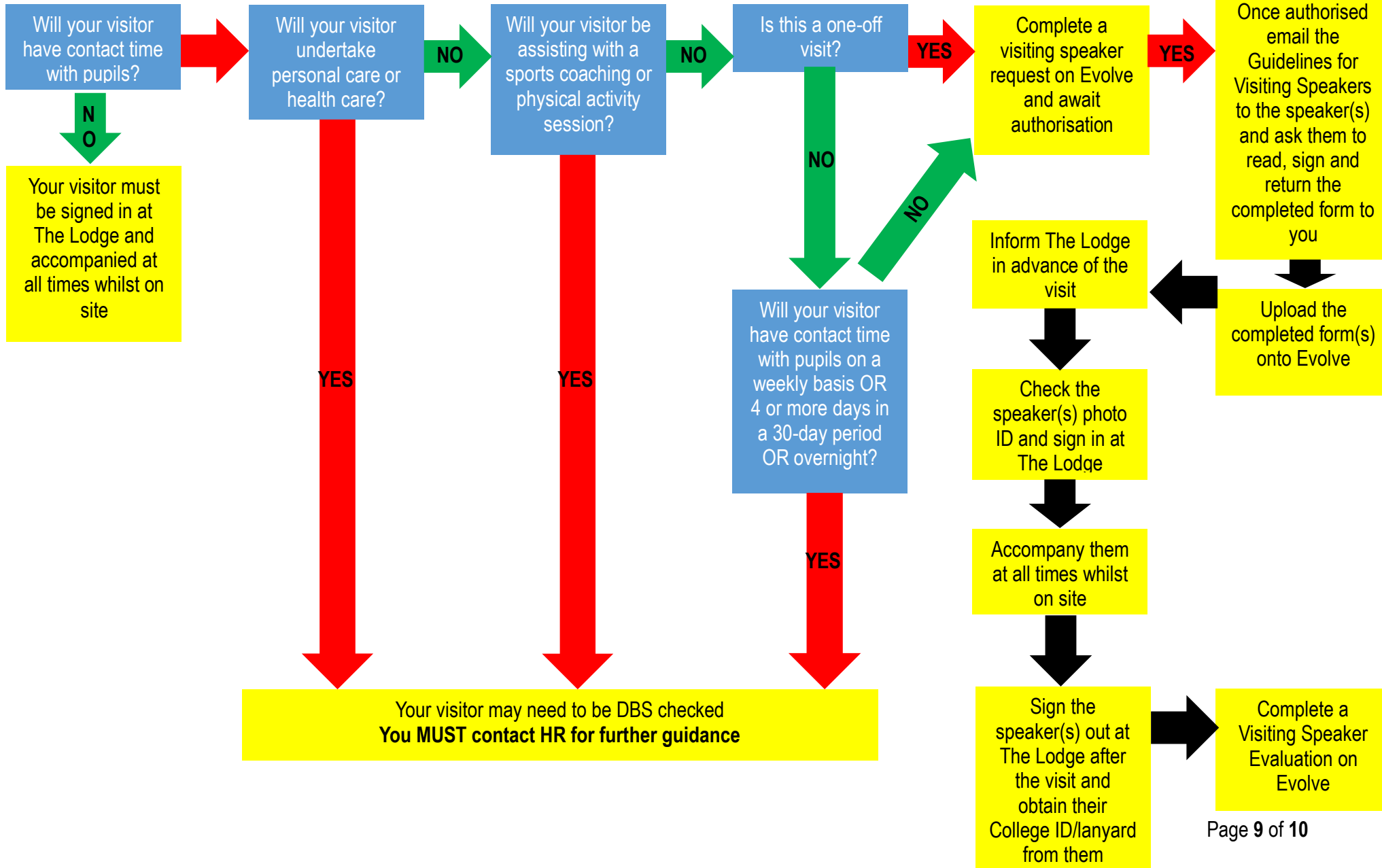
Your attendance at Denstone College will be deemed as an indication that you have read and understood these guidelines, and will fully comply with their contents.

Please ensure that you bring photographic proof of ID with you for checking on arrival at The Lodge.

Please sign and return this form to the event organiser.

Signature	
Print Name:	
Date:	

Visitors Procedure Flowchart





Public Rights of Way around Denstone College, College Road, Uttoxeter, ST14 5HN.

