THE BUCHAN SCHOOL KING WILLIAM'S COLLEGE

King William's College, The Buchan School and The Buchan Nursery

Visitors Policy

(Incorporating Code of Conduct for those hiring school facilities)

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1. Introduction.

King William's College, The Buchan School and The Buchan Nursery (the 'School') recognise that a number of visitors use school facilities and must have procedures in place to ensure the safeguarding of pupils and safety of staff.

1.1 It is our aim to keep our pupils and staff safe, and to continually review our procedures and infrastructure in order to achieve this aim. We wish to provide a combination of clear guidelines, as well as building a sense of responsibility and common sense in our pupils.

1.2 As such, in the context of keeping our staff and pupils, as well as our site, as safe as is reasonably possible, the School links both right of, and need for, access, and the need for continuous and deliberate safeguarding within this policy.

1.3 We recognise the reality that the School has grounds that are easily accessible. In particular, there is easy access to both school sites.

1.4 The school, through King William's College Enterprises Limited hires out certain internal and external facilities of the School to various groups, organisations and individuals within the community in order to produce income to benefit the school, but it must balance this use with an assessment of the risk to having visitors on site.

1.5 The school also allows use of its facilities for community and charitable use with the same restrictions in place.

2. Members of the public on site.

2.1 People outside the school community will enter our premises, due to its location and to use facilities required as part of a 'let'. They will also come onto our sites to attend school performances, whether as part of the parent body, or as a paying member of the public.

2.2 The school recognises that there may be legitimate reasons for members of the public to be on site.

2.3 The school also recognises that it must be vigilant in respect of preventing individuals entering the school sites without permission.

2.4 There is a public pedestrian right of way which runs through the school grounds at King William's College. This right of way is very specific and runs along the main drive from the Castletown Road to the south of the Art School, and then along 'The Hundred' to the Derbyhaven Road. It is normally evident when visitors are using this route, but if they stray away from it they can be challenged as with any other visitor.

2.5 The School has Risk Assessed this route, and while it is frequently used, it does not pose significant risk to the safety of pupils or staff. It does not go anywhere near the Boarding House.

3. What the school does to manage visitors coming onto the School sites.

3.1 All external doors to the school buildings are locked and only accessed by electronic fobs. (Personally allocated to individuals and relevant to their individual access requirements).

3.2 During normal week-day school hours all visitors are directed to the main Reception at King William's College, the School Office at The Buchan, or the Front entrance of the Buchan Nursery.

3.3 They will be asked to sign in, and given a Visitor Badge, and then the member of staff they are meeting will come and collect them, and accompany them at all times.

3.4 If they are a regular contractor known to the School, and who the School has already appropriately checked, they will sign in and take a numbered Contractor's Badge. Specific access may be granted by the Chief Operating Officer or Estates Supervisor.

3.5 All staff must wear their Staff Badge, so that it is immediately evident which category of adult is on site.

3.6 Anyone for whom there is any doubt as to their identity should be challenged at any time, and there should be no embarrassment about asking this. However, the approach to take is to ask the individual in the first instance if they can help them. This applies to both staff and pupils, and the culture of politely challenging visitors should be encouraged. If there is any concern about a visitor, the Principal's Office, Head of Buchan's Office or Chief Operating Officer's Office should be contacted immediately for assistance (or any member of staff).

4. Boarding Safety

4.1 The Boarding House has key card access only, and is alarmed at night.
4.2 Windows are fitted with opening restrictors for both security and safety reasons.
4.3 Pupils are regularly reminded that security is paramount and to be vigilant.
4.4 If pupils encounter 'un-badged' visitors, they should inform Boarding Staff/Tutors, particularly in the evenings.

5. The Buchan Nursery Safety

5.1 All external doors must be kept locked at all times unless there is a member of staff in attendance at the door. Visitors will need to ring the bell and wait for the door to be answered if there is no member of staff already in attendance at the door.
5.2 All internal doors must be kept closed to ensure children are not able to wander.
5.3 Parents, visitors and pupils are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.
5.4 Staff must check the identity of anyone they do not recognise before allowing them into the building e.g. colleagues attending in a professional capacity such as speech and language therapists.

6. Visitors using school facilities

6.1 All external lets must be booked through the Commercial Lets Manager using the Terms & Conditions/booking form; this will ensure that contact details for groups/organisations are available. Details of all external lettings are available on the internal Calendar system.
6.2 All users of KWC/Buchan facilities are expected to and must abide by our Visitor Code of Conduct which is included in the booking terms and conditions.
6.3 The Duty Porter will open and close the required facility at the times specified in the booking form. He is the main point of contact for the duration of any external let.
6.4 The school expects that any external group or organisation, who trains, coaches or has any children attending, have their own relevant DBS checks in place and are available to confirm this for the School if required.
6.5 All visitors using internal areas of the school will be made aware of emergency procedures and fire assembly points and the lead person will be responsible for the roll call of their group and will pass on any necessary information to the caretaker and/or emergency services.
6.6 Visitors using external facilities will also be made aware of emergency procedures and assembly points. The lead person will be responsible for the roll call.
6.7 All visitors who are not using sports facilities as part of an organised group booking must sign in as appropriate and wear Visitor Identification at all times. Anyone who is not DBS checked must be accompanied at all times.
6.8 It is expected that the grounds or area that has been used by an external let is clean and tidy after use. If there are any cleaning costs or damages caused by a let, a charge may be levied to cover the costs of repair.

KING WILLIAM'S COLLEGE & THE BUCHAN SCHOOL (THE SCHOOL)
VISITORS CODE OF CONDUCT

Introduction

The School has an excellent relationship with parents and other visitors to the school; we encourage use of our facilities by the community throughout the year. We also make use of our accommodation facilities all year round.

Purpose and Scope

The purpose of this Code of Conduct is to outline to visitors who may visit the school the conduct that is expected of them. This will enable us to continue to allow the use of our facilities and to be able to welcome visitors to the school.

Guidance

We expect ALL visitors to:

- **Be familiar with the school's information leaflet entitled 'Safeguarding Advice for Visitors and Volunteers'.**
- **Respect the values and ethos of the school**
- **Treat property and equipment with respect**
- **Demonstrate that ANY member of the school community is treated with respect and therefore set a good example with their behaviour.**
- **Only use the facilities which have been agreed within the terms and conditions of hire**
- **Not to enter any part of the school without prior permission and consent**

In order to support a peaceful and safe school environment the school cannot and will not tolerate any visitors who may exhibit the following:

- **Using loud/offensive language, swearing using profane language or displaying temper.**
- **Threatening or aggressive behaviour to any member of the school community.**
- **Damaging or destroying any school property or equipment**
- **Any disruptive behaviour which may interfere with school operations elsewhere on the premises.**
- **Approaching any pupil or attempting to gain access to school accommodation which is not part of the 'hire'.**
- **Smoking of cigarettes, e-cigarettes and vaping is not permitted anywhere on the school premises.**
- **Alcohol can only be consumed as part of a function within one of the School's licenced areas, and by agreement with the School.**
- **Anyone found in possession of drugs will be reported to the Police immediately.**

Should **ANY** of the above behaviour occur on school premises, the school may choose or be obliged to ban the offending person/group from entering school premises in the future.

This may also lead to the immediate cancellation of a booking and any subsequent booking with the loss of any payments made.

We urge that anyone organising any event or making a booking ensures that all of their group are fully aware of our code of conduct and that we expect it to be followed at all times whilst on school property.