

Visitors' Policy (Trust including EYFS)

Related Policies:

- Security Policy
- Child Protection Policy (Trust including EYFS)
- Fire Safety Policy (Trust including EYFS)
- Health and Safety (Trust)

1. Introduction and Aims

- I. St Bede's School Trust (hereafter referred to as Bede's) welcomes parents and other people to visit the School and recognises the important contribution and potential benefits of interaction with non-school members.
- II. At the same time, however, Bede's has a legitimate interest in Safeguarding and protecting the safety and welfare of Pupils and staff members; avoiding disruption to the educational process; and protecting Bede's facilities and equipment from misuse and vandalism. Therefore, the proper control of visitors is a fundamental part of Bede's safeguarding of pupils, staff and property and a balance must be achieved between the potential benefits and risks associated with the presence of visitors to Bede's. Achieving the right balance will lead to increased external visitor involvement and possibly a better understanding of how the school operates, the challenges it faces and to increase collaboration and cooperation with the community.
- III. It is the intention of Bede's that every anticipated visitor is treated with courtesy and respect and made to feel welcome whilst on the premises. At the same time, Bede's maintains the right to place limitations on visitors to avoid disruption to School operations and to prevent visitors from receiving a distorted view of those operations. However, any limitations will not be unreasonably applied. The Headmaster has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Headmaster considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.
- IV. Bede's staff shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with any such information as may be necessary to ensure and enhance a co-operative relationship between home, School or the wider community.
- V. (See separate Bede's Policies: General Health & Safety Policy, Safeguarding Policy, Security Policy, Contractors Policy)

2. Responsibility for receiving visitors

- I. Overall responsibility for ensuring that the measures within Bede's and this Policy are implemented shall lie with the Headmaster, Senior School.
- II. The "day to day" responsibility of Security and Visitor procedures and arrangements has been delegated to the Director of Estates.
- III. The Senior School Headmaster will ensure the Director of Estates reports to the principal Deputy Headmaster on a regular basis concerning compliance with this policy and any applicable issues.

This will be taken up during Security Committee Meetings. (See separate Bede's Policies: Security Policy, Contractors Policy).

3. General Requirements for Visitors

- I. The following procedures and arrangements apply to visitors to Bede's School:
- II. A visitor is defined as any adult person (over the age of 16) seeking to enter the School premises who is not a pupil, employee of the School or the immediate families of resident staff. Visitors aged 16 and under must arrive with, be accompanied by and supervised at all times by a responsible adult.
- III. Except in an emergency, visitors should obtain authorisation to visit the School in advance, through contact with the relevant staff member. Visits may not be possible at certain times of day, week or year, for reasons of safety, convenience and / or maintaining an atmosphere which is conducive education and pupil welfare.
- IV. All Bede's visitors must comply at all times with Bede's Policies, administrative rules and regulations. A brief resume of these will be given to all visitors to read when registering at the relevant arrival point.

4. Bede's School Locations

- I. Bede's School operates from two distinct locations. The Senior School occupies a rural location in a small village whereas the Preparatory School is in a coastal location at the foot of the South Downs, on the edge of a town.
- II. Each unique location has its own inherent security implications, with procedures and arrangements to control access and ensure that unauthorised visitors do not present a risk to Pupils, staff, visitors or property. (See separate Bede's Policies: Security Policy)

5. Visitor Arrival

- I. All Visitors to Bede's should immediately report to either School Main Reception Areas or the Porters' Lodge if attending the Senior School. (See Appendix 1 - Visitors Guide - Senior School, Appendix 2 - Visitors Guide - prep school)
- II. In the interest of Bede's Security and Pupil Safeguarding all visitors and contractors are politely requested to strictly abide by Bede's signing in and out procedure.
- III. Visitors to sign in and out at the following welcoming points below: -

Senior School.	Sign in at the Porters' Lodge
Preparatory School	Sign in at the Main Reception Area
Nursery School	Sign in at Holywell Mount Reception

- IV. All visitors to be issued with visitor identification badge, these must be visibly worn at all times.
- V. **It is the responsibility of ALL employees to verbally and respectfully challenge any individual on the School campus who is not wearing visitor identification badge.**
- VI. All Visitors to Boarding Houses must additionally report to the House staff on duty when entering a Boarding House and sign in and out in the House

- VII. Staff inviting visitors or contractors to Bede's must inform the visitors of the signing in and out procedure and give directions to the relevant welcoming / arrival point. Staff who invite visitors are also expected to inform those who staff the relevant welcoming / arrival point, such as both, Maria Leigh the Front of House Coordinator and the Porters' Lodge at the senior school and the Front Reception at the Prep/Nursery School, supplying names, dates and times and any other specific instructions.

6. Exceptions

- I. The only exceptions to the case above are
- Parents / carers (or those nominated by parents / carers dropping off or collecting their children from School. This arrangement however must be known to the Housemaster / mistress in advance.
 - Visitors (usually parents and other family members) attending a scheduled, ticketed School event e.g. concert, play
 - Parents / Carers / Guardians attending 'Parents Consultation Meetings' or similar
 - Parents / Carers / Guardians attending to support a Sports Match
 - Those attending Open Mornings

7. Access Levels

- I. Access to Bede's Boarding Houses is strictly controlled. Only specific staff carrying out duties in a particular House, non-staff who live in the House (and have therefore undergone specific vetting procedures) and pupils who live in the House have direct access. They may invite other members of the School community into the House only in line with published 'House Visits' procedures (for pupils) or the Licence to Reside (for staff).
- II. Access to other areas in the Schools is dependent upon individual members of staff both opening or closing doors (Salto Access) and the need for constant vigilance.
- III. Security access within Bede's is managed at three levels:
- Boarding Houses** – There must be no unrestricted public access when pupils are present.
 - Academic Areas** – Such as classrooms or the library, where visitors may be present accompanied by a member of staff or designated guide
 - Public Areas** – Such as the Drama Theatre or Sports Fields, where visitors may be present unaccompanied
 - (See separate Bede's Policies: Security Policy: 3.5 Student Supervision)

8. Contractors

- IV. Contractors are required to sign 'in and out' at Porters' Lodge if attending the Senior School, School Main Reception areas if attending the Preparatory /Nursery School.
- V. Signing in is required at the beginning of each and every shift regardless of the duration of time and contractors must be issued with a visitor's identification badge, these must be visibly worn at all times.
- VI. Salto cards are allocated to contractors and set levels of access are distributed accordingly. This is managed via the Porters' Lodge at the Senior School or IT Department at the Preparatory School. Any levels of access have to be agreed by senior management. Salto records of access can be monitored should any incident occur. (See separate Bede's Policies: Contractors Policy, SWP-14 Contractors Site Rules).

9. Bede's Usual Visitors

- I. Visitors will normally fall into one of the following categories:
 - a) Parents/Carers of pupils in School and those interested in Pupil enrolment.
 - b) Adults seeking employment at Bede's.
 - c) Teachers, Students, Parents from other educational establishments on experience visits or attending sporting fixtures.
 - d) Student teachers on placement.
 - e) Contractors
 - f) Professional Agencies
 - g) Villagers or other friends of Bede's registered to use the sports facilities.
 - h) Family and friends of residential staff members.
 - i) Former Staff and Pupils.
 - j) Service providers e.g. postman, dustman etc.
 - k) Visiting Speakers

10. Reasons for Visits

- I. The reasons for the visit can be varied but would typically include:
 - a) Invitation to visit a specific lesson
 - b) Taking a specific lesson
 - c) Attending a specific meeting.
 - d) Attending sports fixtures or attending a public event.
 - e) Working with specific pupils.
 - f) Working on site.
 - g) Visiting Staff and/ or families.
 - h) Delivery or collection of goods.

11. Visiting Speakers

- I. Bede's School welcomes visiting guest speakers from the wider community to enrich the educational experience of our pupils. Staff members wanting to arrange such visits should first obtain permission from the relevant member of SMT at either the Senior or Preparatory School (depending on where the talk is taking place).
- II. Staff members who wish to invite visiting speakers into School must undertake due diligence to ensure that the visiting speaker, the event content, including any presentation and footage to be broadcast, is appropriate for the needs of our pupils and that the Visiting Speakers Log (on Mybedes for the Senior School or with the PA to the SMT for the Prep School) is completed with information on the speaker's background and current employment status. Speakers are to be supervised at all times and must not be allowed to engage with pupils without a member of staff being present. Guest speakers are to be informed before arrival, of the correct signing in and out procedures and are to be met on arrival at the schools welcoming point by a member of staff.

12. Vehicles and Parking at the School

- I. The use of mobile phones whilst driving around the School campus is strictly prohibited.
- II. There is a strict speed limit around the School Campus of 5mph.
- III. Disabled parking bays around the school campus are reserved for blue badge holders only.

13. Senior School

- I. Parking of any vehicles is strictly restricted to the Main School Car Park unless permission is granted to park in other areas around the school which will be authorised by the Estates Department or Trust member of staff employing the services of any Contractor.

14. Preparatory School

- I. Generally parking is restricted to the roadsides around the school campus, however there are a limited number of off road parking spaces available and authorisation to access these spaces must be made via the Maintenance Manager.

15. Disabled Access

- I. Staff inviting visitors on site must enquire in advance if there are any additional mobility needs which will require additional assistance in order for the guest(s) to gain access to areas of the School, and to be quickly evacuated from buildings in the event of an emergency evacuation. The Porters' Lodge at the Senior School and the Main Reception at the Preparatory School should then be notified of these needs so that the correct arrangements can be put in place.

16. Visitor Information

- I. If you are visiting us and will require assistance in the event of a building evacuation, please advise us of this prior to your arrival so that we can plan for this. Otherwise, please ensure that you tell us on your arrival.

17. Unknown/uninvited visitor

- I. Any person who is not clearly wearing an appropriate identity badge should be politely challenged to enquire who they are and their business on the school site.
- II. For example, "Can I help you?" "Can I direct you to the porters' Lodge or Main Reception? who are you here to visit?"
- III. If an unknown / uninvited visitor becomes abusive, aggressive or uncooperative they should be politely asked to leave the site immediately. If they fail to follow the instructions they should be warned that if they fail to leave the School grounds, police assistance will be called for. The School's Security Department should immediately be made aware.
- IV. Violence, threatening behaviour and abuse against school staff, school pupils or other members of the school community will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn.

18. Other matters

- I. Photographs of Pupils may only be taken with prior permission.
- II. Smoking (including e-cigarettes/vaping) is prohibited on all Bede's property.
- III. Please note that both the Senior and prep school campuses are divided by busy main roads, all visitors, staff and pupils must cross at the following crossing points:
 - a) Senior School – by using the Pedestrian Traffic Lights

- b) Prep School – by using the Zebra Crossing

19. Dogs

- I. When dogs are brought onto School premises they must be on a lead and under control at all times. Dogs should not be left unattended and those known to bite or be aggressive, or defined as a 'dangerous' breed, must be muzzled.
- II. For hygiene reasons, dogs are not permitted on marked sports pitches. The only exception to this is where dogs are being walked on a sport's field where there is a designated public footpath that crosses a marked pitch. To protect our sports pitches, we politely request that these footpaths are avoided wherever possible and a route around the pitch is taken instead.
- III. Parasites commonly present in dog faeces can potentially cause blindness in humans. Visitors with dogs should be mindful that students slide off pitch edges and warm up on the edges of pitches. Dog owners must ensure that they bring disposal bags with them and must clear up after their dogs and take this waste home with them.
- IV. Dogs with any vomiting or diarrhoea illness should not be brought on to site.
- V. Dogs are not permitted within any School buildings, unless these are disability assistance dogs, dogs living on site with residential staff in accommodation buildings, or are on site as part of a specific School activity.
- VI. Dogs remain the responsibility of the owner at all times and as such it is the owner, rather than the School, who will be liable for any injury or damage for which the dog is responsible. Owners are advised to have Third Party Liability insurance for this.
- VII. Any member of the Estates, Sports, Security or Senior Management Teams has the right to ask that a dog is removed from Bede's premises without having to give reason.

Date	Review Comments	Reviewed by:
16/11/2015	Interim review, added information regarding visiting speakers, 'The Prevent Duty'	N Hicks, J Lewis
11/10/2016	Added information regarding staff, pupils and visitors using the pedestrian crossing when crossing the main road.	N Hicks
28/11/2016	Interim review, minor changes made including adding notes regarding exceptions to visitor signing in/out, access levels into Boarding Houses and disabled access and adding the prep school visitors guide.	N Hicks, L Belrhiti and B Purkiss
12/02/2018	Security Committee Meeting Review, details added regarding Dogs, Visitors informing us should they require assistance regarding building evacuations, disabled parking bays, Vaping/e-cigarettes.	Security Committee

23/01/2019	Update to the Senior School, Visitors Guide, new map and notes about dogs	N Hicks, B Ling, C Sutton
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Owned by:	Director of Estates & Security Co-ordinator
Authorised by:	Security Committee
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Appendix 1 - Senior School Visitors Guide



Visitors' Guide

Finding Us

If this will be your first visit to Bede's, our address is:

*Bede's Senior School
Upper Dicker
Hailsham
East Sussex
BN27 3QH (for the Car Park please use the post code BN27 3QP)*

To contact the school's main reception, please ring +44 (0)1323 843 252 or please email the School Office on school.office@bedes.org.

If you are coming to us by road, Upper Dicker is 1 mile to the west of the A22 (London to Eastbourne road) and 4 miles north of the A27. We are 10 miles from Eastbourne, 8 miles from Lewes, Seaford and Uckfield, and 3 miles from the town of Hailsham. By rail, journeys from London Victoria to Bede's take approximately 1 hour and 20 minutes, and trains to Gatwick Airport take approximately 45 minutes.

If coming to us by rail, we recommend travelling to Polegate Station, located approximately 10 minutes' drive from the school, at which taxis are readily available. We do not advise using Berwick station as, although nearer, it does not boast a Taxi rank. If coming to us by the Channel Tunnel, the Ashford terminal is approximately 1 hour and 15 minutes away by road.

Please note that a 5mph speed limit is in operation on all Bede's property and the use of mobile phones while driving at Bede's is strictly prohibited.

Bede's is a no smoking site

On Arrival

It is important for the safety and security of our students that **all visitors sign in at The Porters' Lodge** in the Main School Car Park. All visitors and contractors are politely requested to abide by Bede's signing in and out procedure.

Parking of any vehicles is strictly restricted to the Main School Car Park, unless permission is granted by the Bede's Estates Department.

Dog owners please note:

- When dogs are brought onto School premises they must be on a lead and under control at all times.
- Dogs should not be left unattended and those known to bite or be aggressive, or defined as a 'dangerous' breed, must be muzzled.
- For hygiene reasons, dogs are not permitted on marked sports pitches.
- Dog owners must ensure that they bring disposal bags with them and must clear up after their dogs and take this waste home with them.
- Dogs with any vomiting or diarrhoea illness should not be brought on to site.
- Dogs are not permitted within any School buildings, unless these are disability assistance dogs, dogs living on site with residential staff in accommodation buildings, or are on site as part of a specific School activity.
- Dogs remain the responsibility of the owner at all times and as such it is the owner, rather than the School, who will be liable for any injury or damage for which the dog is responsible. Owners are advised to have Third Party Liability insurance for this.
- Any member of the Estates, Sports, Security, or Senior Management Teams has the right to ask that a dog is removed from Bede's premises without having to give a reason.

The safety of our all visitors, pupils and staff is our chief concern. Please familiarise yourself with the following procedures.

SAFEGUARDING

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share in this commitment. If you have any concerns that a child has been harmed, is at risk or you receive a disclosure, please contact the Main Reception as quickly as possible and ask to speak to a member of staff with responsibility for child protection.

All visitors must sign in at the Porters' Lodge or (in the case of parents, carers and guardians only) in the House where they are expected. Photographs of students may only be taken with prior permission.

HEALTH & SAFETY

All visitors are subject to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; and the Company regulations whilst on the premises. Bede's Health and Safety policy is available on request.

FIRE SAFETY AND ALL EMERGENCIES

In the event of an evacuation, the alarm will sound / be raised. All Visitors must follow the instructions of the Fire Marshal responsible for that building, their Host and/ or the Fire Action Notices displayed throughout Bede's properties.

Visitors should vacate the building / area using the nearest available exit, make their way to the Fire Assembly Point and remain at that point until otherwise instructed. They should make themselves known to the Fire Marshalls or person taking charge.

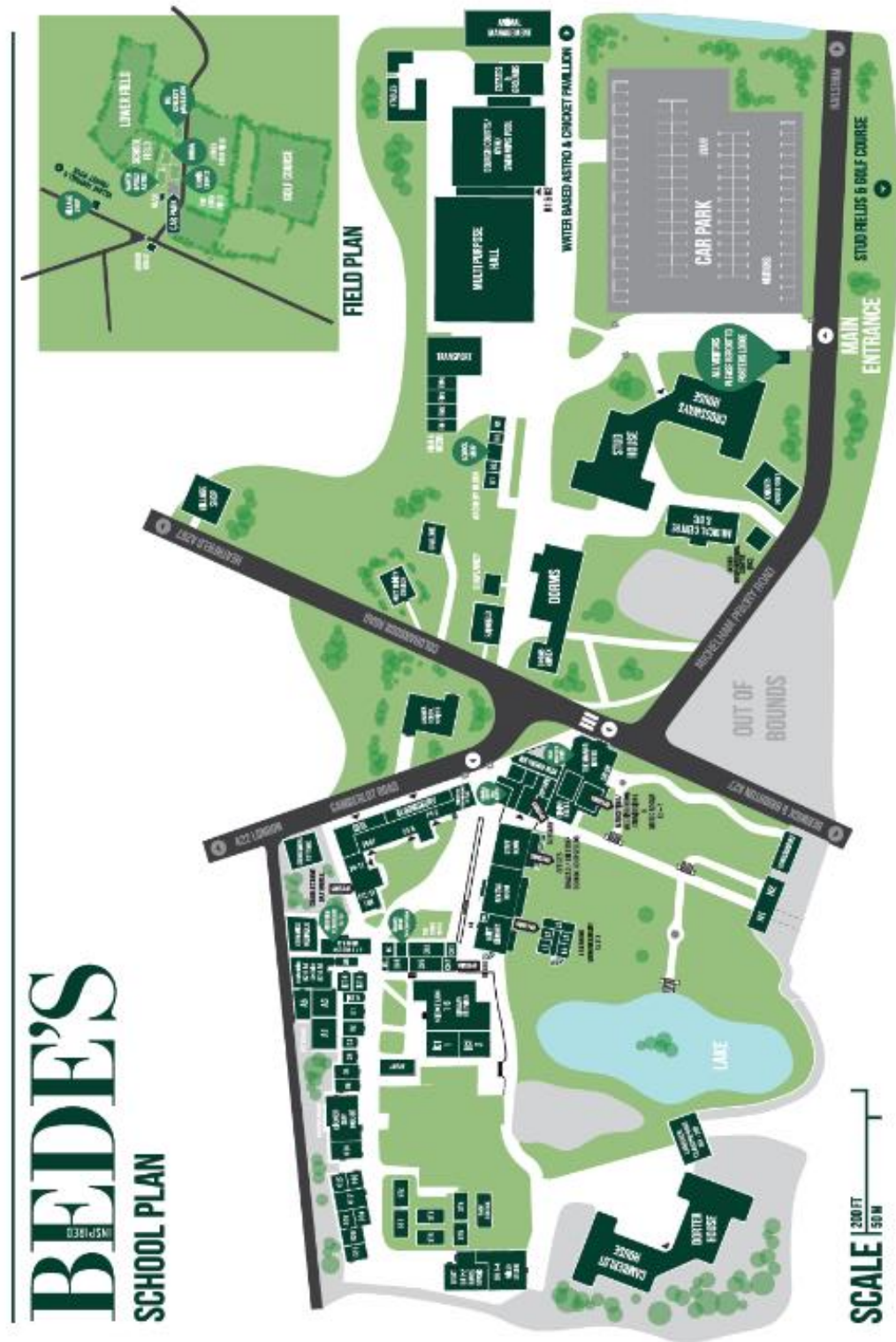
ACCIDENTS

In the event of an accident, incident, illness or near miss, please report to your host / Reception immediately so that appropriate action can be taken.

SECURITY

Please note that these premises are covered by CCTV.

All visitors must return their pass at the end of their visit.



Appendix 2 - Prep School Visitors Guide

Finding Us

To contact the school's main reception, please ring +44 (0)1323 734222 or please email the School Office on prep.school@bedes.org.

If you are coming to us by road, Bede's Prep School is located at the western end of the Eastbourne seafront, where Duke's Drive (B2103) meets King Edward's Parade.

If you are travelling from the London area, we would advise you to travel south along the M23 towards Brighton and then proceed on the A27 through Lewes towards Eastbourne.

The journey takes approximately 1 hour from Gatwick Airport and 1 1/2 hours from Heathrow.

If you are coming to us by rail, London Victoria Station can be reached in just over an hour and Gatwick Airport in about forty minutes from Eastbourne Station, which is the nearest mainline station, located 10 minutes taxi ride from the School.

If you are coming to us by Channel Tunnel, the Ashford Channel Tunnel terminal is approximately 1 hour 15 minutes away by road.

Bede's is a no smoking site. All dogs must be kept on leads.

Visitors' Guide

Welcome to Bede's

Bede's Prep School is based in Eastbourne in East Sussex and is nestled on a cliff top above Beachy Head, with stunning views of the sea.

The school borders the South Downs National Park, which is internationally recognised as area of Outstanding Natural Beauty.

If this will be your first visit to Bede's, our address is:

*Bede's Prep School
Duke's Drive
Eastbourne
East Sussex
BN20 7XL*

On Arrival

It is important for the safety and security of our students that **all visitors sign in** at Reception. All visitors and contractors are politely requested to abide by Bede's signing in and out policy, which is available via bedes.org/policies.

Parking of any vehicles is strictly restricted to the roadside parking available around the School, unless permission is granted by the Bede's Estates Department.

The safety of our all visitors, pupils and staff is our chief concern. Please familiarise yourself with the following procedures.

SAFEGUARDING

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share in this commitment. If you have any concerns that a child has been harmed, is at risk or you receive a disclosure, please contact the Prep School Office as quickly as possible and ask to speak to a member of staff with responsibility for child protection.

All visitors must sign in at Reception or (in the case of parents, carers and guardians only) in the House where they are expected. Photographs of students may only be taken with prior permission.

HEALTH & SAFETY

All visitors are subject to the Health and Safety at Work Act 1974; the Management of Health and Safety at Work Regulations 1999; and the Company regulations whilst on the premises. Bede's Health and Safety policy is available on request.

FIRE SAFETY AND ALL EMERGENCIES

In the event of an evacuation, the alarm will sound / be raised. All Visitors must follow the instructions of the Fire Marshal responsible for that building, their Host and/ or the Fire Action Notices displayed throughout Bede's properties.

Visitors should vacate the building / area using the nearest available exit, make their way to the Fire Assembly Point and remain at that point until otherwise instructed. They should make themselves known to the Fire Marshalls or person taking charge.

ACCIDENTS

In the event of an accident, incident, illness or near miss, please report to your host / Reception immediately so that appropriate action can be taken.

SECURITY

Please note that these premises are covered by CCTV.

All visitors must return their pass at the end of their visit.

