

Visitors Policy

Policy Aims

Worksop College and Ranby House have a legal duty of care for the Health, Safety and Security of all their pupils and staff. This duty of care incorporates the duty to safeguard all pupils, and it is the responsibility of all College and Ranby House staff and Governors to ensure that this duty is upheld at all times.

Worksop College and Ranby House welcome and encourage parents, Old Worksopians and other people to visit their sites, 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 protecting 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 Worksop College and Ranby House's sites and buildings. This policy applies to all Worksop College and Ranby House activity, including EYFS.

Policy Objective

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

Policy Responsibility

The GDPR and Compliance Manager 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 GDPR and Compliance Manager.

Definition

Visitors are classified as anyone coming onto the Worksop College and Ranby House sites, whether for business (contractors, visiting speakers, delivery drivers etc.) or for leisure purposes (visitors to staff living on site, golfers etc.) and members of the public using the public rights of way or driveways to properties on site.

Access to Site

Access to the Worksop College and Ranby House sites cannot be entirely controlled as the perimeters are bound by open fields and crossed by public rights of way. The policy for limiting access therefore relies on channelling visitors towards the Main Receptions (where appropriate), staff vigilance, using appropriate signs and as far as possible, informing those who enter the Worksop College and Ranby House sites of the areas that are private and should be considered out of bounds.

Within the sites, 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 sites is managed at four levels:

Level 1: Boarding Areas - there must be restricted public access when pupils are present, with the exceptions of the beginning or end of terms and at Exeat weekends when parents, guardians and/or family members are picking up and dropping off pupils, and Worksop College and Ranby House staff are circulating.

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

Level 3: Public Events - hosted in areas such as the Dining Hall, the Great Hall, the Chapels 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 (whom they do not recognise as a Worksop College and Ranby House pupil or member of staff) are visitors, therefore additional vigilance and caution is required from all Worksop College and Ranby House staff, both academic and operational, during these events. Visitors to Open Mornings are required to sign in at a designated point (usually the Main Reception) providing their name and address. All tours of Worksop College and Ranby House are guided. Additional marshals may 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 and driveway access to properties on sites. All members of the public using the swimming pool, golf course and College/Ranby House 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 College Pines Golf Club.

It is vital that all members of Worksop College and Ranby House staff adhere to their responsibilities in securing College/Ranby House 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 Worksop College and Ranby House may be asked to provide formal photo identification at the time of their visit. They must follow the procedure set out in this policy.
- Worksop College and Ranby House visitors must report to Main Reception upon their arrival on site. No visitor is permitted to enter College/Ranby House buildings via any other entrance unless an exception is provided for within this policy (such as theatre performances and sports fixtures).
- At Main Reception, 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 at Main Reception. They will be asked to detail their name, organisation (where relevant), who they are visiting and car registration (if applicable).

- All visitors will be required to wear a College/Ranby House identification badge on a 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.
- Visitors will then be escorted to their contact member of staff, or their contact member of staff will be asked to come to Main Reception to receive them. The contact will then be responsible for them while they are on sites. The visitor must not be allowed to move about the sites unaccompanied.

Visitors' departure from College/Ranby House

On departing, visitors' must leave via Main Reception and:

- Return their lanyard to Main Reception 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. It is then expected that visitors will sign into and out of the boarding areas 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/terms 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.

Visitors to staff residential properties

There are many staff properties within the Worksop College and Ranby House curtilage 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 and the Bursar 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 Main Reception unless they will be accessing general areas on the sites.

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 swimming schools and clubs, College Pines Golf Club, and Worksop College and Ranby House Enterprises Ltd. The individuals who enter into the agreements with the aforementioned bodies are given instructions indicating the route and/or car park that they should use when arriving and departing from the sites. The fact that Worksop College and Ranby House are boarding communities and that all other areas should be considered out of bounds to them is also highlighted, as is the requirement that they observe the sites speed limits and one-way system. If any member of College Pines Golf Club brings along with them a guest, this guest must be signed in at the Golf Club Reception.

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

College Pines Golf Club

All members of College Pines Golf Club and any guests should sign in and out at the Golf Reception. 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 Main Reception so that Worksop College and Ranby House are 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 Worksop College and Ranby House 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 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 Worksop College and Ranby House.

Contractors

All contractors must report to Main Reception if they arrive 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 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 Worksop College and Ranby House sites.

Contractors fall into two categories:

1. Those DBS checked by Worksop College and Ranby House 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 must be directly supervised throughout their time on site by either a member of College/Prep staff or their employer (the lead contractor) for whom Worksop College and Ranby House must have satisfactory DBS clearance.

Prior to coming onto site all contractors must sign to confirm that they will adhere to the site rules set out, confirmation of which should be received by the appointing member of College/Ranby House staff before they come onto site. All contractors will be also issued with information on the standards of conduct and behaviour required when on site, including information about Worksop College and Ranby House'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/Ranby House 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 Main Reception or their lead department (for example, Catering,) 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 Main Reception and be issued with a visitor lanyard.

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 Worksop College and Ranby House.

Volunteers

Worksop College and Ranby House, where practicable, accept 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. Volunteers are required to sign in at Main Reception on a daily basis. Under no circumstances will Worksop College and Ranby House 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 Worksop College and Ranby House (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 Heads or the EVC 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 Worksop College and Ranby House.

- 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 Main Reception 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 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 Worksop College and Ranby House. This should be uploaded onto Evolve.
- Visitors are to provide photo ID upon arrival at Worksop College and Ranby House. Main Reception 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 Heads may 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.

Visiting pupils

From time to time, Worksop College and Ranby House host pupils of other schools, eg scholarship candidates, exchange pupils, pupils from local schools studying specialised subjects as part of College and Ranby House'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 Worksop College and Ranby House without staff from their own school to supervise, whenever the pupil attends College/Ranby House they will be expected to sign in and out at Main Reception.

Parents

Parents and guardians of current Worksop College and Ranby House pupils will need access to the campuses at the beginning, end, and in the event of special circumstances, at other times of the College/Ranby House day in order to drop off and collect their child/ren. In addition to Parents' Meetings, parents may also be invited into College/Ranby House for face-to-face meetings with

staff at a range of other times, in which case the relevant staff would meet parents in Main Reception where they would be signed in/out before and 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 Main Reception unless they are here to attend a formal committee or full Board 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/Ranby House staff are required to wear their individual photographic ID badge when on site at work, outside of private residences. The badges can be affixed directly to clothing with a clip or worn on a staff lanyard. Any person on the Worksop College and Ranby House 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 Main Reception 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. Main Reception, the Headmaster and Compliance Manager should be informed promptly. The incident will be reviewed by available members of SLT, 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 College/Ranby House grounds, police assistance will be requested. Staff should never put themselves at risk of harm.

Public Rights of Way

As Worksop College and Ranby House have public rights of way running through the estates along with driveways to residential sites, members of the public have the right to be on site whilst using these public rights of way and driveways to residential properties.

Because of the safeguarding duty placed on Worksop College and Ranby House, 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 Worksop College and Ranby House 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 Worksop College and Ranby House sites, 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

Worksop College and Ranby House value visits from speakers that enrich our pupils' experience of College/Prep, 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 Worksop College and Ranby House and fundamental British Values.

The Prevent duty guidance 2023 requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and appropriately supervised. 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 Heads or Deputy Heads.
- College/Ranby House staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.

Your attendance at Worksop College and Ranby House 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 Main Reception.

Please sign and return this form to the event Organiser.

Signature	
Print Name:	
Date:	