



HARROGATE LADIES' COLLEGE & HIGHFIELD

Independent School for Girls Aged 2 to 18
and Boys Aged 2 to 11

VISITORS POLICY

Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Rebecca Henriksen

Governor Committee Review: Human Resources

Latest Review: September 2020

Next Review Date: September 2021

PRINCIPAL: Sylvia F. Brett BA (Dunelm), MA (London). **COLLEGE VISITOR:** Baroness Harris of Richmond.
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Since 1893



Aims

This policy applies to the Harrogate Ladies' College Family of Schools – Highfield Pre-School, Highfield and College - hereafter referred to as "the School".

Our visitors' policy aims to provide key information regarding access for individuals who are not members of the school community. This includes, but is not restricted to, contractors, guest speakers, and visitors to the boarding houses.

(Please refer to separate Residential Staff Visitors Policy for further information on staff visitors to Boarding Houses.)

Visitors to the Main School site:

As in all busy boarding schools, there are visitors each day to the main site. This could be prospective parents, speakers, delivery personnel, prospective staff etc. The following guide-lines are followed for all visitors to the main site:

Visitor Signing in / ID Badge System

As part of our ongoing concern for the safeguarding of children at HLC schools, we have an access control system installed to the external doors of all our buildings to prevent unauthorised access. Pupils and staff are issued with access control cards which are pre-programmed with relevant access rights to provide them with access into relevant premises.

To comply with our Safeguarding, Health & Safety and Fire regulation policies it is essential that **ALL ADULT VISITORS** report to either College, Highfield or Bankfield reception on arrival in order that they can be signed in and issued with a visitor's pass. Pupils and staff are instructed not to bring people onto the site without first having asked them to report to reception. Staff and pupils are advised that Visitors should not be let into the premises without an appropriate visitor's pass.

The signing in system provides us with a robust means of identifying and locating any visitors who may still be on the premises in the event of a fire evacuation. The ID badges also provide a visible way for staff to identify and challenge any strangers not wearing a pass as to their purpose of being in the building and request that they either report back to reception to be signed in, or request assistance from other staff members if it is felt they pose a threat.

(Please note as children visiting the premises are always escorted, although they will be signed in by their escort, they will not be required to wear a pass.)

ID Badges are:

- Highfield - Dark Blue
- College - Maroon



Coloured Lanyards and ID Badge holders denote the following:

- RED – Visitor
- BLUE – Contractor
- GREY – Parent
- ORANGE – Governor

On reporting to Reception, all visitors will be asked by the receptionist to read the Health & Safety Notice on the visitor's pass. They will then be requested to wear the pass at all times whilst remaining on the site. Prior to leaving the premises they are to return the visitor's pass to the **point of issue**, where they will be asked to sign out.

Boarders

All persons visiting boarding accommodation are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

All boarder access to staff accommodation is properly supervised and does not involve inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.

Should an individual wish to visit the boarding house out of school hours, they should be accompanied to the boarding house and signed in with the member of staff on duty. This should be logged in the day book. Any request for visitors to stay overnight in the boarding house should be made in writing to the Head of Boarding.



Appendix 1: Contractors

General

This policy applies to:

- i. Employees of contractors who are working at the School on a long term basis (e.g. caterers and sports contractors/coaches);
- ii. Employees of contractors such as builders who regularly visit the School;
- iii. Employees of contractors who are occasional or temporary (e.g. emergency maintenance contractors).

The requirements for each of these categories of contractor are detailed below.

1 Employees of contractors who are working at the School on a long term basis (e.g. caterers and sports contractors/coaches)

These contractors should be subject to the same checks as school staff, with written confirmation supplied by the employing organisation. **As with directly employed employees, the School must check identity upon arrival to work at the School.**

2 Employees of contractors such as builders who regularly visit the School

Where the employees of contractors such as builders will have access to areas where unsupervised contact with children is possible, the School must have arrangements in place to ensure that DBS checks are undertaken by the contractor. Before a new individual starts work at the School, the HR Department should receive confirmation from the company that the required DBS checks have been undertaken, or if necessary, the School must undertake its own DBS check.

There is a **List of Approved Contractors** available on the T:drive in the Contractors folder. In order to appear on the List of Approved Contractors, the School must have received prior confirmation that a DBS check has been performed.

The person who has arranged for the employees of contractors to come into school must adhere to the following process:

- Before arranging for a contractor to come into School, they must check that the contractor is on the List of Approved Contractors. If the person is not on the List of Approved Contractors, they should speak to the HR Department;
- If the contractor is included on the List of Approved Contractors, the person arranging the visit must tell the contractor to bring photographic proof of their identity to be checked upon arrival;
- Employees of contractors should present themselves to the main College Reception on arrival. The Reception opens at 8.00am.

This policy applies to all members of our school community, including boarders and those in our EYFS setting.



- Upon arrival, the Receptionist will check the List of Approved Contractors and also check their photographic identity before issuing them with a Contractor's badge and allowing them onto site.
- Any contractors who arrive when Reception is closed are to immediately contact and present themselves to either the Estates Manager, Maintenance & Safety Manager or the Duty Caretaker who will check their Photo ID against the List of Approved Contractors before issuing them with a Contractor's badge and allowing them on to site. Any contractors who have not been checked and approved must be either supervised at all times or turned away and their company requested to contact the Estates Manager to make suitable alternative arrangements in accordance with the schools Contractor Policy.
- All contractors are made aware of the School Fire procedures and informed of the School's DSL should they have a safeguarding concern.

3 Employees of contractors who are occasional or temporary

If employees of contractors are occasional or temporary, then it may not be possible for them to be DBS checked. **In these circumstances, before the individual begins his/her employment, a full Safeguarding Risk Assessment will be carried out by the Senior Deputy, in collaboration with the Human Resources Manager.** Moreover, any contractors who are working in School and have not been checked must be supervised at all times. It is the responsibility of the person bringing the contractor into school to arrange for adequate supervision. The use of employees of contractors who have not been DBS checked should be avoided if possible.