

Policy on Visitors to the Boarding House

<p>Primary person responsible for updates to this policy: James Kidd Job title: Vice Principal (Pastoral) Last review date: June 2021 Next review date: June 2022</p>

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

General

“14.4 All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.”

National Minimum Standards for Boarding Schools

The purpose of this policy is to safeguard students and boarding staff, providing clarity on expectations on visitors, with reference to National Minimum Standards for Boarding and DLD Policy on Child Protection.

Whilst ensuring that the Boarding House is as homely and welcoming as possible for house staff and boarders alike, safeguarding is of paramount importance. It is therefore imperative that all Boarding Staff and visitors to the boarding house are aware of this policy.

Resident House Staff are responsible for the behaviour and conduct of their guests for the duration of their visit.

At no time should visitors be afforded unsupervised access to students or their accommodation.

Boarding House Staff and other Residents

Resident and Non-resident Boarding Staff, and any other family members who are resident in the boarding house are DBS checked.

DLD College follows the following National Minimum Standards;

“14.2 For all persons over 16 (not on the roll of the school) who after April 2002 began to live on the same premises as boarders but are not employed by the school, an enhanced certificate with a barred list information must be obtained from the Disclosure and Barring Service (DBS).

- A record of all residents (staff and those not employed by College) who are DBS checked is held by Human Resources.

“14.3 There is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as children (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with pupils, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with pupils. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.”

- Agreements with residents not employed by DLD College are held by Human Resources, on the file of the Member of Staff with whom the non-employed resident is associated. These agreements are signed and dated.

Visitors to the Boarding House - Daytime

1. Resident House Staff guests visiting DLD Boarding House during the day (up to 10.30pm arrival) should sign visitors in at Reception.
2. Visitors will be provided with a Visitors Pass, which should be worn whilst in the building.
3. House staff should meet guests at Reception, and guests must be escorted at all times whilst in College.
4. 'Guests' includes any person not listed as resident in the records held by Human Resources. This may include members of teaching or admin staff not usually employed in boarding duties.
5. Contractors visiting the Boarding House should follow usual procedures for visitors to DLD College, wearing a Visitors Pass at all times.
6. It is responsibility of all members of staff to challenge anyone unfamiliar who is found not wearing a Visitors Pass. This is especially important in the Boarding House. When in doubt, staff should call Security immediately.

Visitors to the Boarding House- Overnight

1. Guests of Resident House Staff who stay overnight (i.e. 10.30pm to 7am) in the Boarding House must be DBS checked by DLD College, through Human Resources. DLD will cover the cost of DBS checks for up to five overnight visitors.
2. The Vice Principal (Pastoral) should be informed of any overnight visitors with adequate and reasonable notice of the visit, by email. Full names and dates of overnight visitors should be provided. The Vice Principal (Pastoral) will inform the Principal and Senior Vice Principal (Pastoral) of their own overnight guests.
3. A record of all overnight visits to the Boarding House will be held by the Vice Principal (Pastoral), and this record will be available to relevant members of the ELT.
4. On occasion, staff who are not employed in boarding duties may stay in the boarding house. The usual DBS Checks apply and the member of staff must be listed in records of Resident Staff held by Human Resources.
5. Any guests staying in the Boarding House for more than 7 nights should be approved by the Vice Principal (Pastoral) in advance.
6. As with daytime visitors, guests should be met at Reception, signed in to the building, and escorted by House Staff when in public areas of College, wearing a Visitors Pass at all times until they are signed out at Reception on departure.