



**BROCKHURST & MARLSTON HOUSE SCHOOLS**  
Including all of the Pre-Prep Department and Early Years  
Foundation Stage



## **Visitors Policy**

**Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE (September 2024).**

**Last review:** September 2024

**Next review:** September 2026

Anyone visiting the School must report to Reception to be issued with a visitor's badge and to sign in. The Visitor's Badge has the contact details of the DSL on the reverse. Visitors will have their attention drawn to a notice providing details of the DSL and the fact that the Child Protection and Safeguarding Policy is available from the office if required. Brockhurst & Marlston House is a school where safeguarding is paramount. If there are any concerns, all adults, visitor or staff, must see it as their duty to contact the DSL.

Once a badge has been issued, visitors must be accompanied by a School employee whilst on site. At no time should a visitor be allowed to wander around the site unaccompanied.

Parents are exempt as their visits are carried out in the course of a family or personal relationship.

Visitors must return their badge to Reception when leaving site, and sign out.

If you have any questions concerning the above, please speak to either the DSL or the Deputy DSL.

### **Visiting Boarding Houses**

Boarding accommodation is reserved for the use of those children designated to use it and is protected from access from unauthorised persons. Only boarders may enter another boarder's room, and then only with the permission of the pupil whose room it is. Day pupils are not permitted in boarders' rooms.

Any guests from outside the school should inform the Head of Boarding beforehand of their intention to visit the house. The only exception to this is a boarder's parents or siblings, who do not require prior permission but should inform the member of staff on duty when they visit the house.

### **Staff accommodation: Guest Policy**

Safeguarding is paramount. Given this, all residential staff are reminded annually of the importance of adhering to the following policy regarding visitors to their private accommodation. The situation of the accommodation can mean that the premises are only accessed through the boarding house. The school is aware of the difficulties that could potentially arise from this, and therefore no visitor, whether irregular or occasional, or regular, may enter the boarding house unless accompanied at all times by a member of staff. All irregular, occasional visitors to any School accommodation are under the direct supervision of the staff member residing in the property. No visitor must ever be left unaccompanied in the boarding house in order to ensure that no visitor is ever left alone with access to children. At all times all persons visiting boarding accommodation must be kept under sufficient

staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

**The resident members of staff** at Brockhurst & Marlston House School are, notwithstanding, allowed to entertain guests in their private accommodation. If these guests are staying overnight then the member of staff must have informed the Head of Boarding of the name of the guests in writing 24 hours before the event. In this communication the name and contact details of the guest must be included. These details must be provided by completing the Visitor's Log, in the Google Classroom, which alerts the Heads and DSL that this event is occurring.

If there are exceptional circumstances that mean that a visitor stays overnight due to an emergency, then the Head of Boarding must be notified of the details of the visitor and the circumstances that lead to the overnight stay.

Brockhurst & Marlston House School reserves the right to ask members of staff not to entertain on school property any individuals who are deemed in the opinion of the Senior Leadership Team to be unsuitable, or whose presence might lead to reputational risk.

#### NMS 20.10

No boarders have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs a one-to-one situation should be avoided with boarders with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.

The school is mindful of the regulation above and seeks to manage this in line with the guidance provided by the BSA:

*The change to what is now standard 20.10 has been made from a safeguarding and welfare perspective. We are clear that generally speaking there is no reason for boarders to be spending time in the private residence of staff, except for exceptional circumstances or where the visit is one where boarders are visiting friends (that is children who live in the private accommodation). We do not want to be prescriptive on what exceptional would look like, but it is very likely to include a safeguarding and/or welfare element. We are clear the standard does not prevent boarders visiting their friends. However, as with any boarder visiting a friend's home (be that private staff accommodation or a friend's home outside the boarding school) the school is still responsible for the welfare of the child and will have policies in place to ensure such visits are conducted safely.*

*We also recognise the importance of boarding schools offering friendly and nurturing environments for their boarders and the use of staff accommodation can play an important part in that process. As such, we do not want to be overly prescriptive on the use of public and shared use spaces, as individual schools will be best placed to satisfy themselves that their arrangements are safe. We understand parts of staff accommodation are used, such as gardens, kitchens and dining rooms for a wide variety of legitimate reasons, such as hosting parents and educating and supporting boarders. The key factor will be any public or shared use space is very clearly defined in writing, it is very clear where the demarcation is between shared and public use space and the staff members private residential accommodation and there is a clear policy on safely managing the use of such public or shared use spaces. What this policy says and where it is hosted (be that in the child protection policy, another welfare related policy or a standalone policy) is entirely a matter for the school. The key factor will be the policy safeguards and promotes the welfare of boarders.*

It is **NOT** the intention of Standard 20.10 to prevent boarder friendships with staff children residing in the boarding house: We are clear that a child friend visiting another child friend is acceptable.

### **Gap Students**

Gap year staff who reside in the accommodation provided, are not permitted to have overnight guests during term time. Any guests staying overnight during the school holidays must be logged with the DSL or Deputy DSL. These details must be provided by completing the Visitor's Log, in the Google Classroom, which alerts the Heads and DSL that this event is occurring.

Please contact the Designated Safeguarding Lead and/or the Head of HR (Deputy DSL) for information and clarity on which visitors should be subject to safeguarding clearances. If in doubt, please check first.

Failure to comply with Child Safeguarding procedures is a School Disciplinary matter.

The School's Designated Safeguarding Lead or the Head of HR will ensure all visitors are notified to appropriate staff.

All Visitors on the School site must be accompanied at all times.

### **Visiting Speakers**

In addition to the procedures required by the Visitors' Policy, the Prevent statutory guidance requires the School 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.

Staff arranging a visiting speaker must speak to the Designated Safeguarding Lead to make arrangements. This must be done irrespective of the topic the visitor will be speaking on. These details must be provided by completing the Visiting Speaker Log, in the Google Classroom, which alerts the Heads and DSL that this event is occurring.

Staff should have regard to the Prevent duty when making assessments of risk in any situation where the profile of the speaker or the topic he/she has been invited to speak on indicates he/she may (intentionally or unwittingly) pose a risk of endorsing, condoning or inciting extremist political or religious views when interacting with pupils. If such a risk is identified, then the speaker's visit will not be permitted.

In carrying out risk assessments, the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

*"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

In fulfilling the obligations of the Equality Act, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

**Toilets and washing facilities** for staff may also be used by visitors. They are separate from those provided by pupils.