



SUPERVISION OF VISITORS IN THE BOARDING ACCOMMODATION POLICY

Applies to	College and Boarding Premises
Approved by	<p>I certify I have reviewed this policy and verify that to the best of my knowledge it reflects current legislation and is in accordance with the wishes of the Principal and the Board of Directors</p> <p>Paul Ludlow (Principal Head of Boarding and Welfare)</p>
Annual Review	<p>Reviewed: September 2015</p> <p>Next review: September 2016</p>

### **Supervision of all visitors including contractors**

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.

### **Registration of Visitors and Contractors**

Visitors are required to report to Reception and are unable to proceed beyond reception unless accompanied by a member of staff. The identity and reasons for the visit will be confirmed and a pass issued that is to be worn throughout the person's stay on boarding premises. All members of staff and students are encouraged to challenge or report any unrecognised persons on boarding premises, including any visitor without a member of staff chaperon or individuals not wearing a visitors pass.

All deliveries are received at Reception. Deliverymen are not permitted to access the premises beyond Reception.

For reasons of safety as well as security, staff have a responsibility to ensure their visitors' presence on campus is appropriately registered.

### **Parents and families of boarders**

Parents, siblings or close relatives are welcome to visit boarders. They should follow the protocol for visitors of signing in and out with reception. Wherever possible, prior notice should be given to the Head of Boarding/Senior House Parent.

No visitors (even in this category) are allowed in the boarding premises after 20.30

### **Visitors of members of staff**

1. Must be met on arrival and fully supervised during the visit;
2. Follow the protocol for visitors of signing in and out;
3. Responsibility lies with the member of staff the visitor is visiting;
4. Visitors are only allowed in staff member's non-duty hours;
5. Visitors must leave the premises by 20.30;
6. Overnight visitors are not permitted in the boarding premises;