

VISITORS POLICY

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Preface

Guildhouse School London has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work). Proper supervision of access is also important for security and safeguarding reasons. Guildhouse School has different types of visitors including those who have a professional role in education, those connected with the building, contractors or maintenance, student parents or relatives and other visitors attending an activity in school, such as a university fair. This policy has been developed with regard to:

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- The Independent School Standards Regulations
- National Minimum Standards for Boarding Schools
- Health and Safety at Work etc. Act 1974
- School safeguarding, security and visitor management procedures

The school does not allow any member of staff (including ancillary staff, sessional/contract staff, and volunteers) to work unsupervised with students unless that member of staff has completed appropriate pre-appointment and safeguarding checks, including DBS checks where required in line with KCSIE. Visitor management is a key part of our safeguarding culture. All staff are expected to challenge unidentified individuals and report any concerns immediately. Students are also encouraged to report any concerns about visitors or interactions that make them feel uncomfortable. These concerns will be taken seriously and addressed by the Safeguarding Team.

Process

As a matter of general policy, all visitors to school will be met on arrival and supervised throughout the duration of their visit and have no student interactions.

Contractors

In the case of contractors conducting repairs to the premises, the responsibility rests with the Head of Maintenance and Cleaning. Where it is likely that the visitor will be required to work on the premises for a considerable period and it is necessary for them to be provided with a security pass for the period that it is, then they must be inducted by the Head of Maintenance and Cleaning or a member of the Safeguarding Team as appropriate. They will require constant supervision unless they have been subject to appropriate safeguarding checks and are on the Single Central Register (SCR).

Visitors engaging in regulated activity must have completed the appropriate statutory safeguarding checks, including an enhanced DBS check with children's barred list information where required. If supervision is used to prevent regulated activity, the supervising adult must themselves be in regulated activity. Therefore, upon arrival the member of staff will ask for ID and check it, then issue the visitor with an appropriate lanyard as directed by the Head of Maintenance and Cleaning or maintenance staff member after they have checked the SCR. The lanyard must be always worn (see appendices).

All visitors sign-in at Reception using the electronic sign-in system where there is a statement regarding safeguarding, health, and safety (fire). Generally, the responsibility for the visitor rests

with the Guildhouse member of staff that the visitor is visiting. The visitor must sign-out after having completed the visit. Where visitors are expected to interact with students (e.g., guest speakers), the Visiting Speaker's policy is to be followed, and the request approved by the DSL.

Where external organisations or individuals use school premises (e.g., for events or lettings), the school retains safeguarding responsibility. A risk assessment must be completed, and appropriate supervision arranged.

All visitors are provided with safeguarding information on arrival by means of an information for visitors leaflet, including:

- the identity of the Designated Safeguarding Lead (DSL) and relevant staff;
- how to report a safeguarding concern;
- emergency procedures;
- expectations relating to professional conduct whilst on site.

Any visitor with a concern about a student's welfare must report this immediately to the DSL, a Deputy DSL, or the reception team who will immediately contact a member of the Safeguarding Team.

Any concern, allegation or low-level concern regarding the conduct of an adult working in or visiting the school must be reported immediately to the Headteacher in accordance with the school's safeguarding and low-level concerns procedures.

External agency professionals

Professional visitors should present photographic identification and professional credentials before accessing students.

Examples:

- social workers
- education psychologists
- healthcare professionals
- local authority officers

Unannounced visitors

Any unannounced visitor must report to Reception on arrival. Staff must not permit unidentified visitors access beyond Reception until identity and the purpose of the visit have been verified.

Visitors into Boarding

Student Guest Policy

If a parent or family member wishes to visit PH, students must give Houseparents and Student Services at least 48 hours' notice of such a visit. Staff must record the purpose of each visitor's entry to boarding accommodation and ensure logs are retained.

Parents or family members will be asked to show identification and must sign in when they arrive at Premier House. They will also need to wear a visitor's badge. The law requires visitors to be supervised by staff, but HPs will do their best to undertake this unobtrusively and give students and visitors "space."

Visitors are expected to stay no more than 30 minutes in Premier House and Houseparents are required to remind visitors if they are staying too long. Visitors who come in the evening must leave no later than 2030. The school always reserves the right for its staff to refuse to allow visitors to enter Premier House or to ask visitors to leave. Students' friends can pick up and drop off belongings from the entrance to Premier House. They are not allowed access to any part of Premier House.

To ensure the privacy and safety of our students and staff, photography and filming on school premises are only permitted with prior approval. Visitors must request permission before capturing any images or videos. Images of students must not be taken, stored or shared unless authorised by the school and consistent with parental consent arrangements and the school's data protection procedures.

Staff Guest Policy

This section is designed for living-in staff and addresses the access rights that their visitors have to the boarding environment.

Our aim is to provide a fully safe and supervised environment for students. We accept that live-in positions mean that residences are also staff members' homes, but the needs of the students must be met foremost.

Guildhouse School allows visitors into the school accommodation provided they sign-in on arrival and sign-out when leaving the residence. The visitors must be fully supervised throughout their visit and ensure they are only visiting during a staff member's 'non-duty hours,' i.e., a member's day off or during 'break times.' Staff members are further directed not to entertain visitors throughout their duty hours while on shift.

Staff are not permitted to have guests in the boarding house between the hours of 22.30 and 08.30, and no guest should be left unsupervised at any time, even in staff accommodation. All visitors must sign-in and out.

The school complies with the current National Minimum Standards for Boarding Schools, including requirements relating to safeguarding, supervision and visitor access to boarding accommodation.

In line with National Minimum Boarding Standards, Standard 19 is always to be followed.

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

Other occasions when a person may be left unsupervised with students.

All practicable steps are taken so that students are not entrusted to adults who have not been checked through the DBS. For journeys (e.g., by taxi) which involve giving such adults substantial unsupervised access to boarders, the school will take appropriate steps to assure itself that transport providers are suitable and safe, including DBS checks where appropriate. Additional security checks are made where appropriate to ensure identities of drivers.

Visitors and Safeguarding

All visitors share a responsibility for safeguarding and promoting the welfare of children.

Visitors must:

- sign in and out of the school;
- wear the issued lanyard and identification badge at all times;
- remain within authorised areas;
- follow staff instructions;
- report safeguarding concerns immediately;
- report any concern regarding the behaviour of an adult towards a child;
- avoid using personal devices to photograph or record students unless authorised.

Any visitor who fails to comply with these requirements may be asked to leave the premises immediately.

This policy should be read alongside the school's Safeguarding and Child Protection Policy, Staff Code of Conduct, Low-Level Concerns Policy, Health and Safety Policy, and Visiting Speakers Policy.

Appendices

Appendix 1: School Lanyard Guide

Anyone in the main school building or boarding house must be wearing a lanyard with an ID badge. If someone is not, they are to be immediately escorted to reception. Lanyards are assigned in line with the below:



School Lanyard Guide

Green Visitor

Visitor – External Person
Security Checked and, on the SCR (Single Central Register).
Does not need to be accompanied around school.

Plain Yellow

Guildhouse student who has forgotten their lanyard or ID Card.

Dark Blue with 'IA' or 'PH'

Guildhouse student

Teal Blue with 'Staff'

Guildhouse School staff member

Red Visitor

Visitor who must be accompanied around school. If anyone is seen unaccompanied and wearing a red lanyard, they must be escorted to the reception immediately.

Blue with yellow writing

Stafford House staff member
Security Checked and, on the SCR (Single Central Register).
Do not need to be accompanied around school.

Yellow with blue writing

Stafford House student
Must be accompanied around school at all times. If anyone is seen unaccompanied whilst wearing this lanyard, they must be escorted to the reception immediately.

Navy with 'Stafford House' and 'Guildhouse' logos

Stafford House student staying in Guildhouse accommodation.
Do not need to be accompanied around school.



This visual guide/poster is displayed around school buildings and staff workrooms
All staff must challenge and report any individual not wearing a lanyard or wearing one incorrectly.



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LONDON



Creating tomorrow's change makers.