



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Visitors to the Boarding House Policy

OBHP35

Policy owner: Head of Boarding
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Next review due: August 2024

Visitors to the Boarding House Policy

Introduction

Old Buckenham Hall School is committed to safeguarding and promoting the welfare of all our pupils and expects all staff and volunteers (including visitors) to share this commitment by complying with the school's Safeguarding Policy and the Code of Conduct for Staff. We believe that there are many potential benefits for the school community from encouraging parents and visitors to the school. The school also has a duty to protect the safety and welfare of pupils and staff and to ensure that any visits avoid disruption to the educational process. A balance must therefore be achieved between the potential benefits and risks associated with visitors to the school site.

Access to the school site

All visitors are directed to the school's main reception, where they are asked to sign in. They will receive a colour coded lanyard, be briefed, and collected or directed to the correct venue, or introduced to the member of staff who is hosting them.

The school's site is an open one and access to it cannot be prevented entirely as there are several public rights of way traversing the site. There are signs directing visitors to Reception. Pupils and staff are regularly briefed about the need to politely challenge anyone they meet on the school staff who is not accompanied by a member of staff or wearing a visitor's lanyard. They should be escorted to Reception to be signed in if appropriate, or politely requested to leave the school premises.

Within the site, access to individual buildings is controlled by keypad entry and boarding houses are alarmed at night.

Access to boarding houses

Boarding accommodation is reserved for the use of those children designated to use it and is protected from access by other persons. Access to boarding houses is strictly controlled. There is no access to the dorms during term time for non-boarders or parents. There are clear signs within each house indicating the boarding areas beyond which visitors or day children are not allowed to pass, unless they are accompanied by a member of staff. All visitors to the boarding house during term time must sign in at Reception. The school secretary will then contact a member of boarding staff to accompany them upstairs. Parents are allowed into these areas at the beginning and end of term to deliver, unpack and collect pupil belongings in the company of their child.

Any use of school facilities by individuals or groups does not allow members of the public (including members of organised groups using school facilities) unsupervised access to boarders, or to boarding accommodation whilst occupied by boarders. (*NMS standards for boarding schools – Sept 22*) (*KCSIE – Part 3; Sept 23*)

Visitors to residential members of staff

There are several staff residential properties on the school site. Visitors to resident staff are the responsibility of that member of staff. If visitors are invited to stay overnight or for extended periods permission must be sought in advance from the Headmaster. Residential staff sign a service occupancy agreement which clearly sets out expectations.

No visitors may access the boarding house unaccompanied.