



SEDBERGH SCHOOL & CASTERTON, SEDBERGH PREP SCHOOL

Visitors' Policy	
Version	2025.1
Effective from	January 2025
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Policy Owner	Bursar Operations
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Publication	Website

Sedbergh School and Casterton, Sedbergh Preparatory School (the School) are fortunate to occupy rural locations on the edge of a small market towns. This same setting creates challenges because a fundamental feature of the School is its open campus and close integration with the town. It is not possible to secure the campus, as one might an urban school, which would destroy the very essence of the School.

Our most important means of securing the safety of pupils and School property is **vigilance**.

Suspicious behaviour, by a person with or without a visitors' badge, is a source of concern which should always be reported. Unaccompanied visitors or visitors without a visitor's badge must be challenged in the interests of security. The School will attract numerous visitors for a variety of reasons and these will be classified as day or overnight visitors.

Day Visitors

Parents of current boarding pupils

- Parents of current pupils are welcome to visit School and to participate in all School events.
- Parents may visit their son/daughter's boarding house but must make contact with House staff before going beyond the entrance hall of the house.
- Parents may only enter sleeping accommodation or ablutions at the beginning and end of term or with the express permission of House staff.

Visitors who are not parents of current pupils who wish to access any School buildings

- All visitors must report to the School Reception where they will sign in and will be given a visitor badge. The Receptionist will check the legitimacy of the visit and brief visitors about visitors' facilities and arrangements for their visit. Where the visitor is not known by the staff member signing them in, they will present photo ID to verify their identity.
- Nominated Contractors: The School holds a list of Nominated Contractor staff for whom we hold evidence of the same level of checks as direct employed staff. Nominated contractor staff do not need to be escorted on the site but must follow all the same signing in and out rules as other visitors. Contractor staff not on the Nominated Contractor list must be escorted at all times.
- Senior School: Contractors must report to the Maintenance Workshops behind Guldrey Lodge on Station Road.
- Prep School: Contractors must report to Reception.
- Agency chefs working in boarding houses may work unsupervised because they are required to undertake full DBS checks before being accepted for work at the School. They are not to leave the area of boarding house kitchens or rest rooms while at work.
- Prep school: In the case of term time lettings during the School day (08.00 to 17.00), all visitors must sign in at School Reception. In addition, a designated Group Leader who has completed the required identity and DBS checks will maintain a register of individuals using the facilities and be responsible for group behaviour on campus.
- Visitors must return their badges at the end of their visit.
- Prospective parents will be hosted by guides or School staff throughout their visit and do not therefore require badges.
- Evening visitors to boarding houses are required to sign in with the House staff.

Overnight Visitors

Boarding house staff and their families may entertain guests in their private-side accommodation during term-time and invite guests to stay overnight. In such circumstances, hosts must ensure that guests are aware of the fact that certain restrictions apply because they are visiting a school. On arrival, guests must therefore sign a declaration in the visitors' book to acknowledge that they understand the following restrictions;

- They must not enter boarders' sleeping accommodation or ablutions without House staff supervision.
- They have been told which areas of the boarding house, if any, are appropriate for them to visit.
- They should be aware of their responsibilities when engaging pupils in conversation.
- Prep school staff are required to have the specific permission of the Housemaster or Mistress, or Deputy Head, in advance for all occupiers, visitors and overnight visitors (of whatever duration) to the accommodation during term time. Visitors who are intending to stay with staff in the accommodation at the prep school for seven consecutive days or longer require the prior written permission of the Head; such consent will not to be unreasonably withheld. DBS checks are likely to be required for any visitors staying for seven days during term time.

Maintenance staff visiting Boarding Houses

All maintenance staff visiting senior school boarding Houses should check in with the AHSM on arrival. If the AHSM is not available, then next to the office there is a white board explaining where AHSM is, with AHSM mobile telephone number and details of which of the pupils' bedrooms are not to be entered.

Visiting arrangements for external contractors are covered in appendix 17 of the School's Health & Safety Policy.

Steve Ewence
January 2025

Visitors' Policy – Action Points

UNDERTAKING	BY WHOM
Report any suspicious behaviour of campus visitors, with or without a visitors' badge	All staff
Check the legitimacy of the visit when signing in all visitors	Reception staff – Prep School Reception, and Headmaster's Office; Maintenance team
Inform appropriate reception when expecting a visitor	All staff responsible for a visitor
Check visitors have been issued with a visitors' badge if required	All staff responsible for a visitor
Ensure visitors' badges are returned to reception upon departure of visitors	All staff responsible for a visitor
Assess the risks of any visitor to the campus working independently	All staff responsible for a visitor
Ensure overnight guests are fully aware of their responsibilities	Boarding House staff
Ensure appropriate permission is sought in advance of visitors to Prep School staff accommodation	Prep School resident staff
Check in/out of senior school boarding House with AHSM and check which rooms/areas are out of bounds.	All maintenance staff