

## Visitors and Contractors Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
<b>HEALTH AND SAFETY OFFICER</b>	<b>DIRECTOR OF COLLEGE SERVICES</b>	<b>NIGEL PAMPLIN</b>

We have a statutory duty under the [Health and Safety at Work Act 1974](#), the [Management of Health and Safety at Work Regulations 1999](#), the [Equality Act 2010](#) and the [Equality Act 2010 \(Disability\) Regulations 2010](#) and a common law duty to ensure that, so far as reasonably practicable, that the school premises are safe and that visitors to school are also safe.

We require all visitors such as parents, host parents, education officials, contractors and others to report to the main school reception, or to the warden when visiting residential accommodation, upon entering the school/residential premises. They will be welcomed in a cordial, confidential, efficient and purposeful manner. Visitors will be asked to state the purpose of their visit, and may be asked to confirm their status by producing verifiable documentation.

When working on the school/residential premises contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities. Also, they have to cooperate with our health and safety policies and procedures.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that all contractors when working on the premises act in a responsible and proper manner.

### Aims

- To ensure that the school and residential premises are safe and that the safety of visitors to school is also protected.

### Procedure

<b>Role of the Board of Directors</b>	<p>The Board of Directors has:</p> <ul style="list-style-type: none"> <li>▪ delegated to the Principal the appointment of a Health and Safety Officer to put into practice all Health and Safety measures in school and residential accommodation;</li> <li>▪ responsibility to ensure that the school complies with all the aforementioned acts;</li> <li>▪ delegated powers and responsibilities to the Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;</li> <li>▪ nominated the Director of College Services to visit the school regularly, to liaise with the Principal and Site Manager and to report back to the Board of Directors;</li> <li>▪ responsibility for the effective implementation, monitoring and evaluation of this policy</li> </ul>
<b>Role of the Principal</b>	<p>The Principal will:</p> <ul style="list-style-type: none"> <li>▪ ensure the health and safety of all visitors to school and residences by authorising the undertaking a Risk Assessment of the premises;</li> <li>▪ ensure visitors are asked to sign in when visiting the school or residential premises;</li> <li>▪ ensure visitors, where not satisfactorily vetted (DBS and Barred List check etc), are accompanied at all times, while on site;</li> <li>▪ encourage staff to report a concern or danger;</li> <li>▪ ensure that all contractors when working on the school/residence premises cooperate with our health and safety policies and procedures;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ ensure that all contractors act in a responsible and proper manner;</li> <li>▪ come to an agreement regarding how the contractor can work on the school/residence premises during the school day;</li> <li>▪ check to ensure that this working agreement is fulfilled;</li> <li>▪ monitor and evaluate the effectiveness of this policy;</li> <li>▪ regularly meet the Health and Safety Officer and Director of College Services to ensure the policy is implemented effectively</li> <li>▪ request feedback from the students on the policy through student consultation</li> </ul>
<b>Role of the Director of College Services</b>	<p>The Director of College Services will:</p> <ul style="list-style-type: none"> <li>• regularly visit the school's Principal and Health and Safety Officer to ensure the policy is implemented effectively</li> <li>• report back to the Board of Directors</li> </ul>
<b>Role of the Health and Safety Officer</b>	<p>The Health and Safety Officer will:</p> <ul style="list-style-type: none"> <li>▪ carry out regular inspections of premises and school activities;</li> <li>▪ encourage staff to report a concern or danger;</li> <li>▪ undertake or organize regular risk assessments at the school and residences;</li> <li>▪ ensure that all contractors when working on the school/residential premises cooperate with our health and safety and fire evacuation policies and procedures;</li> <li>▪ ensure relevant vetting checks are carried out for contractors, working unaccompanied while students are on-site, such as DBS and ID checks – in line with the Kings Safer Recruitment Policy;</li> <li>▪ ensure that all visitors to the school/residence are made aware of our health and safety and fire evacuation policies and procedures;</li> <li>▪ ensure visitors are asked to sign in when visiting the school or residential premises;</li> <li>▪ ensure visitors, where not satisfactorily vetted (DBS check, ID check etc), are accompanied at all times, while on site;</li> <li>▪ investigate potential hazards, employee complaints, accidents and dangerous occurrences;</li> <li>▪ make representation to employers and others on health and safety matters arising;</li> <li>▪ provide information and guidance to school personnel;</li> <li>▪ provide training when suitably qualified to do so, or facilitate training</li> </ul>
<b>Role of School Personnel</b>	<p>School personnel will:</p> <ul style="list-style-type: none"> <li>▪ comply with this policy;</li> <li>▪ take reasonable care of their own health and safety;</li> <li>▪ take reasonable care of the health and safety of students, visitors and contractors;</li> <li>▪ take part in training when required;</li> <li>▪ be aware of the working agreement between the school/residence and any contractor undertaking work in the school/residence</li> </ul>
<b>Role of Visitors (including contractors)</b>	<p>Visitors to school or residential accommodation and Contractors must:</p> <ul style="list-style-type: none"> <li>▪ report to the school reception or residence warden where they will be asked to sign in giving the reason for their visit;</li> <li>▪ confirm their status by producing verifiable documentation if requested;</li> <li>▪ enter their details in the Visitors' Book;</li> <li>▪ wear school/residence visitors' identification;</li> <li>▪ be aware that they will be challenged by school personnel and students if they do not wear the appropriate identification;</li> <li>▪ be guided or advised, as necessary, to the appropriate area(s) of the premises for their visit;</li> <li>▪ not have free access to the school/residence premises;</li> </ul>



	<ul style="list-style-type: none"> <li>▪ be accompanied for the duration of their visit (where suitable vetting checks have not been carried out);</li> <li>▪ be familiar with the procedure of evacuating the school building in the event of an emergency;</li> <li>▪ sign out when leaving the school</li> </ul> <p>Contractors will:</p> <ul style="list-style-type: none"> <li>▪ confirm their status by producing verifiable documentation if requested;</li> <li>▪ be required to provide or undergo vetting checks, where necessary;</li> <li>▪ wear school/residence visitors' identification;</li> <li>▪ comply with all health and safety policies and procedures when working on the school/residence premises;</li> <li>▪ act in a responsible and proper manner;</li> <li>▪ be aware that they will be challenged by school personnel and students if they do not wear the appropriate identification;</li> <li>▪ be guided or advised, as necessary, to the appropriate area(s) of the premises for their visit;</li> <li>▪ not have free access to the school premises;</li> <li>▪ be familiar with the procedure of evacuating the school building in the event of an emergency;</li> <li>▪ come to a working agreement regarding how they can work on the school premises during the school day;</li> </ul>
<b>Role of Students</b>	<p>Students will:</p> <ul style="list-style-type: none"> <li>▪ be aware of and comply with this policy;</li> <li>▪ be made aware that any visitor not wearing the appropriate visitor's badge must be reported to the school reception or residence warden;</li> <li>▪ understand that they have the right to challenge a possible intruder if they feel this is appropriate;</li> <li>▪ report any concerns about a possible intruder to the school reception staff or residence warden;</li> </ul>
<b>Role of Parents and their Representatives</b>	<p>Parents and their representatives will be made aware of school security and visitors' procedures in the school on the school website.</p> <p>Parents and their representatives:</p> <ul style="list-style-type: none"> <li>▪ may enter the school premises;</li> <li>▪ must act like any other visitor to the school and report the school reception on arrival;</li> <li>▪ must comply with school security arrangements;</li> <li>▪ must not enter classrooms without permission;</li> <li>▪ must not disturb the duties of any member of the school personnel;</li> <li>▪ will be banned from the school premises if they cause a disturbance, are abusive or violent in any way</li> </ul>
<b>Special Considerations/ Arrangements for Residential Accommodation</b>	<p>In residential accommodation:</p> <ul style="list-style-type: none"> <li>▪ student bedrooms are fitted with locks/ key codes/ door fobs which are individual to each student;</li> <li>▪ external doors are fitted with locks/ key codes/ door fobs which only allow for authorised access to the premises;</li> <li>▪ CCTV is in operation, covering entrances and exits;</li> <li>▪ A warden is present during the hours when students are at the residence and on-call during school hours;</li> <li>▪ contractors will not be permitted to work in student bedrooms while students are present;</li> <li>▪ students wishing to bring friends to the residence, who are Kings students, must inform the residence warden beforehand;</li> <li>▪ students wishing to bring friends to the residence who are not Kings students must seek permission from the residence warden; where the residence warden is unable to accompany the guest or deems the visit inappropriate the visit may not be permitted</li> </ul>



<b>Visitors to Homestay Accommodation (caring for students under 18)</b>	<p>Host Carers should be made aware that:</p> <ul style="list-style-type: none"> <li>▪ regular visitors to their home may be required to undergo vetting checks, in line with Kings Safer Recruitment Policy;</li> <li>▪ hosts should inform the college of any regular visitors to their home;</li> <li>▪ visitors who have not been vetted should not be permitted to care for students (i.e. babysitting/ child minding), where overnight or day care is required, hosts should inform the school of these requirements and liaise regarding what is suitable;</li> <li>▪ visitors who have not been vetted should not be left alone with students at any time;</li> </ul>
<b>Unauthorised Visitors (Intruders)</b>	<p>A separate policy exists for unauthorised visitors ('intruders') to the school or residential premises. Please refer to the School Security and Intruders Policy for these procedures.</p>
<b>Raising Awareness of the Policy</b>	<p>We will raise awareness of this policy using:</p> <ul style="list-style-type: none"> <li>▪ the Student Handbook</li> <li>▪ the HR Manual</li> <li>▪ the Staff Handbook</li> <li>▪ Student inductions</li> <li>▪ The school website</li> <li>▪ information displays in the main school areas</li> </ul>
<b>Student Consultation</b>	<p>We wish to consult our students and to hear their views and opinions as we acknowledge and support <a href="#">Article 12 of the United Nations Convention on the Rights of the Child</a> that children should be encouraged to form and to express their views.</p> <p>Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.</p> <p>The methods will include:</p> <ul style="list-style-type: none"> <li>• A Student Forum/Council (which will meet regularly and also be consulted by the Principal)</li> <li>• An appointment system and means of contact with the Principal and key staff members</li> <li>• Operating an 'open door' policy in school whenever possible</li> <li>• Student Questionnaires (on a variety of matters relating to the school and/or and social issues)</li> <li>• Open Class discussion (on a variety of matters relating to the school and/or and social issues)</li> <li>• Suggestion Box (allowing anonymity if desired)</li> </ul> <p>Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.</p> <p>A separate policy exists for student consultation which explains these processes in more detail.</p>
<b>Associated Policies and Publications</b>	<p>This policy has been written with reference to and in accordance with the following policies and publications:</p> <ul style="list-style-type: none"> <li>• Kings Safeguarding and Child Protection Policy</li> <li>• Kings Health and Safety Policy</li> <li>• Kings School Security and Intruders Policy</li> <li>• Kings Student Confidentiality Policy</li> </ul>



<b>Monitoring the Effectiveness of the Policy</b>	The effectiveness of this policy will be reviewed annually or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.
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**Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students ✓	School Personnel ✓	Parents/ carers ✓	Directors ✓	School Visitors ✓	Wider School Community ✓				
<b>Question</b>		<b>Protected Characteristics</b>						<b>Conclusion</b>			
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'		
	<b>YES</b>									<b>Yes</b>	<b>No</b>
	<b>NO</b>	✓	✓	✓	✓	✓	✓	✓			✓
	<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'		
	<b>YES</b>	✓	✓	✓	✓	✓	✓	✓		<b>Yes</b>	<b>No</b>
	<b>NO</b>										✓
	<b>UNSURE</b>										
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.										



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>	
<b>Date of Next Review:</b>	
<b>Is this policy being implemented fully, with all outlined procedures followed as prescribed?</b>	YES/NO
<b>A Risk Assessment of the health and safety of the school premises (for visitors) was conducted on the following date:</b>	XX/XX/XXXX
<b>The following changes have been made in response to the above Risk Assessment to ensure a greater health and safety for users of the premises (please amend as appropriate):</b>	XX
<b>The following changes are planned to ensure a greater health and safety for visitors to the premises (please amend as appropriate):</b>	XX
<b>It is current school procedure for all visitors and contractors to report at Reception on arrival, where visitor's identification and a brief induction will be given and personal identification may be requested.</b>	YES/NO
<b>Contractors are checked by the Health and Safety Officer to ensure that they adhere to Health and Safety and fire evacuation regulations when working and do not endanger staff or students or other visitors when working on the premises.</b>	YES/NO
<b>Members of staff are reminded to report any health and safety dangers or concerns about the premises to the Health and Safety Officer.</b>	YES/NO
<b>Relevant Health and Safety training provided to staff by the Health and Safety Officer was last conducted on (date):</b>	XX/XX/XXXX
<b>If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...</b>	
<b>How are staff made aware of this policy?</b>	



<b>How are visitors made aware of this policy?</b>
<b>How are contractors made aware of this policy?</b>
<b>Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?</b>
<b>Monitoring the Effectiveness of the Policy</b>
<b>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</b>
<b>Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...</b>

<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>	<i>Nigel...</i>	<b>Date:</b>	
<b>Name of School:</b>			
<b>Next Review Date:</b>			

