



Visitor and Lanyard Policy

1. General

- 1.1. The Abingdon Foundation is committed to promoting the safeguarding and welfare of pupils and as such anyone coming into the School during the school day is required to wear a lanyard to identify themselves, this includes all employees, contractors, visitors, self-employed staff and third parties.
- 1.2. Different procedures apply to visitors of Boarding houses and these are covered in Section 4 of this policy.

2. Visitors

- 2.1. Anyone visiting Abingdon School or Abingdon Prep School must report to Reception to sign in, show ID if applicable and to be issued with a visitor's lanyard subject to the exceptions made in 3.5 .
- 2.2. Once a lanyard has been issued, visitors must be accompanied by a Foundation employee whilst on site. At no time should a visitor be allowed to walk around the site unaccompanied other than as specified under 3.5 below.
- 2.3. At Abingdon School, the visitor's lanyard has the contact details of the DSL on the reverse and there is a Ten Key Points on safeguarding document and a Key Visitor Information sheet that is available to all visitors in Reception.
- 2.4. At Abingdon Prep School, visitors will be issued with a lanyard and their attention will be drawn to a notice providing details of the DSL and the fact that Safeguarding Pocket Guides are available from the office if required.
- 2.5. The Abingdon Foundation is a school where safeguarding is paramount. If there are any concerns, all adults, visitor or staff, must see it as their duty to contact the DSL.

At Abingdon School the DSL is Mark Hindley on 07733 304715, or mark.hindley@abingdon.org.uk. There is also a whistleblowing email address: whistleblower@abingdon.org.uk.

At APS the DSL is Linda Gaskell on 01865 391570 or linda.gaskell@abingdonprep.org.uk

3. Lanyards

- 3.1. All members of the Abingdon Foundation must wear their lanyard and identity cards at all times when on school premises, unless it is unsafe to do so. Lanyards should be visible and worn around the neck as opposed to on a belt or elsewhere. If a member of staff forgets their lanyard

then a temporary lanyard *must* be obtained from reception. In the event that a lanyard and/or identity card is lost then a new one should be requested from the Porters.

3.2. All visitors are expected to sign in and out. Visitors will be required to wear a visitor's pass that will be worn on a lanyard of a different colour making them easily recognisable as a bona-fide visitor. All staff should check strangers without lanyards on the premises and escort them to reception in order to obtain a visitor's pass.

3.3. The table in 3.5 below shows which lanyards are to be worn and when. The different colours of lanyard are as follows:

- Black with Pink** – Abingdon School (Checked Person)
- Black with Teal** – Abingdon Prep School (Checked Person)
- Pink with White** – Visitor Abingdon School (Unchecked Person)
- Teal with White** – Visitor Abingdon Prep School (Unchecked Person)
- Red with White** - Contractor (Checked Person)

3.4. Visitors reporting directly to the Catering and Housekeeping departments will be issued with lanyards by the relevant Head of Department.

3.5. Table of Lanyard Use:

ABINGDON SCHOOL - WHEN ARE LANYARDS TO BE WORN?			
Category	Term Time Weekdays 8am-5.20pm	Out of School Hours & Term Time Weekends	All School Holidays
AS SCHOOL STAFF	Black AS Lanyard to be worn	Lanyard required when on duty	Lanyard required when on duty
APS SCHOOL STAFF	Black APS Lanyard to be worn	Lanyard required when pupils could be present	Lanyard required when pupils could be present
VISITORS¹	Cerise Lanyard to be worn + must sign in + always accompanied	Not required	Not required
CONTRACTORS (DBS checked)	Contractor RED lanyard to be worn + should always sign in and have ID checked on arrival		
CONTRACTORS (not DBS checked)	Visitor/Cerise lanyard to be worn with Authorisation to Work badge + must always sign in + must always be accompanied		
TEACHERS from SHSK and the Manor	Lanyard to be worn (own school lanyard) + must sign in	Lanyard required when on duty	Lanyard required when on duty

¹ The following exceptions apply to the requirement for visitors to sign in or wear a lanyard or to be accompanied:

- Sporting fixtures during the school day - parents can attend these events without signing in provided they are only accessing the area of the school at which the fixture is taking place (normally the sports fields or Sports Centre or school hall for APS). These visitors should not be permitted to access other areas of the School without signing in and being issued with a lanyard.

- Discover Abingdon Events and Prep School Open Mornings - prospective parents for these events can be unaccompanied and walk between events at the School, but must sign in and be given a visitor's lanyard.
 - Interview days - prospective parents and their children can be unaccompanied walking between buildings, but must sign in and be given a visitor's lanyard.
 - School tours - these tours can be conducted by two boys (rather than a member of staff). However, each prospective parent on these tours must be signed in and given a visitor's lanyard.
 - Visitors to boarding accommodation only who do not visit any area of the school other than the boarding house. Further details on these visits are covered in (4) below.
 - Prep School parents walking through school to drop children at pre-prep classrooms, into Early Birds or to the entrance hall to collect their children at the end of the day.
 - Visitors to the Community Service tea party held once a term at Abingdon School. These visitors will be accompanied at all times but do not need to sign in or be issued with a lanyard.
 - Partnership Events
Visitors (usually school groups) to the Yang Science Centre - accompanying adults will be signed in and be issued with a visitor lanyard at the Science Centre by the partnership team. Groups will arrive at the Faringdon Lodge entrance or via Roysse's Alley and be met as they arrive.
Adult groups during the day (CPD events etc) will also sign in and be issued with a lanyard at the Science Centre but may arrive via Park Lodge because of parking restrictions. In these cases, they will be accompanied by a member of the partnership team across the School site.
 - St Helen and St Katherine's 6th Form Students.
- 3.6. There are public rights of way that cut across the Abingdon School campus, such as Roysse's Alley and Park Crescent and people without lanyards should be challenged if they go beyond these on to private school property.
- 3.7. If visitors are attending a seminar or conference it is the organiser's responsibility to ensure lanyards are issued (if required) and the necessary health and safety guidance provided.
- 3.8. Visitors should return their lanyard to Reception when leaving the site, and sign out. Visitors (apart from those specified exceptions in 3.5 above) should always be accompanied by a member of staff to and from reception.
- 3.9. It is understood that there are several types of work activity that are not suitable for wearing lanyards. In these situations, the lanyard should be kept in a pocket ready to wear later when it is safe to do so. All staff and visitors should be able to produce their lanyard and badge on request. Heads of Department and Line managers should instruct staff when it is not safe to wear the lanyard.
- 3.10. For procedures specific to Abingdon Prep School (as appropriate for the age of pupils and the layout of the premises) please refer to Appendix 2.

4. Visiting Boarding Houses (guests of pupils):

- 4.1. Boarders may invite other Abingdon School pupils into their house as guests but must first ask permission from the duty staff member.
- 4.2. Guests (other Abingdon School pupils) should be accompanied at all times by the friend signing them in, and only visit the common areas of the house.

- 4.3. Only boarders may enter another boarder's room, and then only with the permission of the boy whose room it is. Day boys, irrespective of which house they are in, are not permitted in boarders' rooms.
- 4.4. Any visitors from outside the school should inform the Housemaster beforehand of their intention to visit the house. The only exception to this is a boarder's parents or siblings, who do not require prior permission but should inform the member of staff on duty when they visit the house, and must still stay in the common areas of the house.
- 4.5. A boarder's parents and siblings do not need to sign in and get a lanyard if they are only visiting the Boarding House in line with 3.5. However, if this is during the School day and they need to pass across any non-boarding area of the School, they will be required to sign in and wear the appropriate visitor lanyard.

5. Staff accommodation: guest policy

- 5.1. Abingdon School is a foundation in which safeguarding is paramount. Given this, all residential staff are reminded annually of the importance of adhering to the following policy regarding visitors to their private accommodation, where that accommodation is situated in, or connected to, a boarding house. The situation of the accommodation can mean that the premises are only accessed through the boarding house. The school is aware of the difficulties that could potentially arise from this, and therefore no visitor may enter the boarding house unless accompanied at all times by a member of staff. All visitors to any School accommodation are under the direct supervision of the staff member residing in the property. These visitors are not required to wear lanyards unless visiting during the School day and accessing non-boarding areas of the School site. No visitor must ever be left unaccompanied in the boarding house in order to ensure that no visitor is ever left alone with access to children. At all times all persons visiting boarding accommodation must be kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
- 5.2. The resident members of staff at Abingdon School are allowed to entertain guests in their private accommodation. If these guests are staying overnight (by which we mean that they are in the accommodation at any time between 2am and 6am) then the member of staff must have informed the Housemaster and the Deputy Head (Pastoral) of the name of the guests in writing 24 hours before the event. In this communication the name and contact details of the guest must be included. If there are exceptional, ad hoc circumstances that mean that a visitor stays overnight owing to an emergency, then the Housemaster and the Deputy Head (Pastoral), must be notified of the details of the visitor and the circumstances that led to the overnight stay. These details must be provided, in writing (email is acceptable), by 11am on the day following the overnight stay.
- 5.3. Abingdon School reserves the right to ask members of staff not to entertain on school property any individuals who are deemed in the opinion of the Senior Leadership Team to be unsuitable, or whose presence might lead to reputational risk.
- 5.4. At Abingdon Prep School sports assistant gap year staff who reside in the accommodation provided must request permission from the Deputy Head for any visits from guests. At APS, overnight guests are not permitted mid-week and can only be invited on a Friday, Saturday and Sunday evening provided no pupils are on the premises for the duration of their stay. The Deputy Head should be informed of such visits in writing 24 hours before the event and the name and contact details of the guest must be included.
- 5.5. Abingdon School is very aware that visitors can come to be seen as "safe persons" by the pupils in the boarding house, and such persons need to have full DBS clearance. A person might be deemed to be considered safe if they stay for any extended period of time. The Deputy Head (Pastoral) reserves the right to deem any given visitor as considered to be safe by pupils, and if

they are deemed to be safe in this context, the Deputy Head (Pastoral) will require that person to undergo further safeguarding checks before visiting. Even visitors who have undergone further checks still need to be supervised by the member of staff at all times.

- 5.6. Please note for Health & Safety and security reasons, large numbers of guests (at the same time) will not be permitted. All visitors on the School site must be accompanied at all times.
- 5.7. The School's Designated Safeguarding Lead during term time, and the Help Desk Operator out of term time, will ensure all visitors are notified to relevant staff.

Failure to comply with Child Safeguarding procedures is a School Disciplinary matter.

Please contact the Designated Safeguarding Lead and/or the HR department for information and clarity on which visitors should be subject to safeguarding clearances. If in doubt please check first.

Deputy Head Pastoral

Last internal policy review: May 2019

Last governor policy review: May 2019

Next governor policy review: May 2020

Appendix 1: Child Protection Advice for Visitors

Appendix 2: Procedures Particular to Abingdon Prep School

Appendix 3: Key Visitor Information displayed in both lodges

Appendix 1



Child Protection and Child Abuse Ten Key Points To Follow If You Suspect, Or Are Told Of Abuse

Adults looking after children or young people in schools should be aware of the risks of abuse and take steps to reduce those risks. Adults (staff or volunteers) in charge of children or young people should know what to do if they suspect that someone is being physically or sexually abused, or if someone tells them that this is happening. The following key points give a guide on what to do and not to do:

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions or abuse.
2. If you can, write brief notes of what they are telling you while they are speaking (these may help later if you have to remember exactly what was said) – and keep your original notes, however rough and even if you wrote on the back of something else (it's what you wrote at the time that may be important later – not a tidier and improved version you wrote up afterwards!). If you don't have the means to write at the time, make notes of what was said as soon as possible afterwards.
3. Do not give a guarantee that you will keep what is said confidential or secret – if you are told about abuse you have a responsibility to tell the right people to get something done about it (see below). If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell people who absolutely have to know.
4. Don't ask leading questions that might give your own ideas of what might have happened (eg "did he do X to you?") – just ask "what do you want to tell me?" or "is there anything else you want to say?"
5. Immediately tell the person in charge of the school or group (unless they are themselves accused or suspected of abusing) – don't tell other adults or young people what you have been told.
6. Discuss with the person in charge whether any steps need to be taken to protect the person who has told you about the abuse (this may need to be discussed with the person who told you)
7. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc – social services and police staff are the people trained to do this – you could cause more damage and spoil possible criminal proceedings.
8. As soon as possible (and certainly the same day) the person in charge should refer the matter to the local social services department (helped by your notes) – they will be in the telephone directory. Follow their requests about what to do next. They will set up any necessary investigations, and can advise you – that is their statutory job. (If someone has made an allegation about the adult in charge of the school or group, YOU should contact the local social services department yourself, and ask them what to do next.
9. Never think abuse is impossible in your school or group, or that an accusation against someone you know well and trust is bound to be wrong.
10. Children and young people often tell other young people, rather than staff or other adults, about abuse – make sure that your senior young people know the points on this sheet as well as the responsible adults (eg prefects, cadet NCO's, young people leading activities for others).

Appendix 2



Procedures Particular to Abingdon Prep School

Planned visits to the school

Where a member of staff is aware that a visitor will be visiting the school, they must notify the secretary by e-mail or verbally and provide details of the visitor's name, purpose of visit and approximate arrival time. The secretary will make a note of this. The member of staff will need to ensure that the visitor either brings their DBS documentation with them or accompanies the visitor (or arranges for another member of staff to do so) for the duration of their visit.

Arrival of visitors to the school

Visitors will be asked to park at the front of the school in the designated visitors' parking bays.

They will use the intercom by the black gates to communicate with the office staff.

Where the visitor is known to the office staff and/or is expected, they will be asked to come in and proceed straight to the office where they will sign in.

Where a visitor is unknown to office staff or is unexpected, a member of the office staff will go to the black gates to meet the visitor and accompany them to the office where they will sign in.

Signing in and out

All visitors will be required to sign in at the office and will provide their name, purpose for visit, car registration (if relevant) and time of arrival.

Visitors will be given a visitor lanyard to wear and will be asked to wear this for the duration of their stay.

At the end of a visit, visitors must sign out at reception and remove their visitor's lanyard.

Responsibility of staff with regard to visitors

If any member of staff sees a visitor in or around the school without a visitor's lanyard or is unclear who the visitor is, it is their responsibility to clarify this with the visitor and, where appropriate, accompany them to the office to be issued with a lanyard.

Pupils and visitors

Pupils will be encouraged to report to any member of APS staff immediately if they see an unaccompanied visitor around the school without a lanyard. It then becomes that staff member's responsibility to clarify who the visitor is and ensure they are wearing a lanyard, if appropriate.

ABINGDON SCHOOL - KEY VISITOR INFORMATION

Please take a few moments to read this advice.

The information on who to contact in the event of a safeguarding concern or fire is also printed on the back of the visitor's pass that will have been issued to you on arrival. If you have any specific accessibility requirements, please mention these to your host or at reception.



1. Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. While visiting Abingdon School, if you observe anything that causes you concern, please ring **Mark Hindley**, Deputy Head Pastoral and Designated Safeguarding Lead (DSL) **immediately on 07733 304715***. This is vitally important if you feel there is a safeguarding concern. *Alternatively, the Deputy DSLs are Matt Kendry (07557 443150) or Paul Gooding (01235 849015).



2. Signing In

Please sign in on arrival and collect your visitor's badge. **Please wear your visitor lanyard at all times** to avoid being challenged by staff or pupils. Please remain with your host at all times. On departure please sign out and return your badge.



3. Fire

Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble at the nearest assembly point (your host will guide you). Should you discover a fire please call 01235 849229 (ext.229 internally).



4. First Aid and Accidents

Please ask your host if you need assistance. Any accidents should be reported to reception.



5. Access to the Internet

All users of the school systems and Wi-Fi must comply with the School IT policies and all traffic is monitored and filtered by the School. Please ask your host for details.



6. No smoking

Abingdon School is a smoke free zone. Please do not smoke anywhere on the premises.



7. No photography or video recording

Unless given permission by your host, please refrain from taking any photos or videos whilst visiting the school.

Copies of Abingdon School policies are available on the School's website at http://www.abingdon.org.uk/school_policies/. If you would like a hard copy of any policy, please ask at reception. Copies of the Safeguarding Policy and Visitor Policy are available in hard copy in reception.