



Steypning Grammar School

Boarding Visitor Policy

Links to other policies:

BET Safeguarding and Child Protection Policy

The named person(s) for ensuring implementation of this policy is the Headteacher.

As a State Boarding School with full term time residential provision for some Year 9 – 13 learners, this policy would be implemented in this context by the Head of Boarding.

Approved by: The Boarding Committee on behalf of the Local Governing Board on 18th June 2025

Review Due: June 2027

Author: Head of Boarding

This is a statutory policy.

This policy is required for publication on the website.

Steyning Grammar School takes seriously its moral and legal responsibility to protect, promote and safeguard the welfare of all students in its care at all times. Visitors are welcome at the Boarding House and must comply with safeguarding procedures during their visit to ensure the safety and welfare of students are not compromised at any time. The “Prevent” statutory Guidance (“The prevent Duty: Departmental Advice for schools and childcare providers, DFE June 2015 – Updated September 2015”) requires the school to have clear protocols for ensuring visiting speakers whether invited by staff or students, are suitable and appropriately supervised. All visitors will need to sign in at the Boarding Reception, wear a red visitor badge during their visit. All visitors will be asked to read a safeguarding leaflet as well as the fire evacuation procedure leaflet before leaving reception.

1. Purpose

1.1 To set out the schools expectations of all adults entering the Boarding accommodation including bedrooms and/or common areas.

1.2 For the purposes of this policy the term ‘adult’ is defined as anyone over the age of 16.

2. Scope and Reference documentation

2.1 This document has referenced and is designed to comply with current standards of child protection and safeguarding guidelines and the Department of Education Boarding National Minimum Standards in order to ensure that everyone understands the restrictions and certain constraints on visitors and adult guests of our staff.

2.2 Steyning Grammar School has confidence in the high standards maintained in safeguarding by its residential and boarding staff and is committed to ensuring the total protection of the young people in our care.

3. Definitions

3.1 (“Staff”) or (“Employee”) A person employed by Steyning Grammar School.

3.2 (“Adults”) Persons over the age of 16 not on the roll of the school.

3.3 (“Adult children”) Persons over the age of 16 living with a parent who is an employee of Steyning Grammar School entitled to accommodation as part of their employee contract.

3.2 (“Steyning Grammar School Boarding grounds”) The Boarding footprint includes residential buildings, boarding houses and grounds.

3.3 (“Adult Household Members”) Adults partners living in Steyning Grammar School with an employee who is entitled to residential accommodation as part of their employee contract.

3.4 (“Occasional Visitors”) Adults who visit less than three times a year and / or adults who need to enter the accommodation for a valid reason e.g. dropping off suitcases.

3.5 (“Regular Visitors”) Adults who visit Boarding on a regular basis for the purpose OF supporting boarding activities or visiting resident staff.

4. Disclosure and Barring Service (DBS) checks

4.1 Every adult member of a household occupying accommodation which is provided as part of an employee’s conditions of employment is required to have DBS clearance.

4.2 This clearance is required for all adults (other than an occasional visitor) before the accommodation is occupied.

4.3 The school will assist employees and their adult household members in obtaining these clearances.

4.4 In the case of children reaching the age of 16, not on the school roll, DBS clearance must be obtained after their 16th birthday.

4.5 Regular visitors may need to obtain one of these clearances at the discretion of HR.

5. Declaration for Non-Employees

5.1 All adults not employed by Steyning Grammar School who are living in onsite accommodation must declare a written undertaking to comply fully with this policy which relates to the protection of pupils at the school.

5.2 The school can insist that any individual who is not a member of staff removes him or herself from accommodation where he or she has committed a breach of this policy, supporting the school's safeguarding and child protection priorities.

5.3 This document should be read carefully and the declaration at the end signed by the non- employee before moving into any school-provided accommodation.

6. Induction in Safeguarding and Child Protection

6.1 A member of the school's child protection and safeguarding team will arrange annual child protection and safeguarding induction training for all accommodated adults, adult household members and adult children immediately or shortly after their arrival, and all Boarding Governors .

6.2 Records of this training will be retained.

7. Occupancy rights

7.1 Before taking up residency the employee alone signs with Steyning Grammar School the Licence Agreement for 'Living-in Terms' which covers the conditions of occupancy in school property. This is subject to renewal on an annual basis.

7.2 Family members /partners/ adult children do not have any rights of occupancy or tenure to the accommodation provided to an employee of Steyning Grammar School.

7.3 One of the conditions is that all members of their household comply with this policy.

7.4 Family members over the age of 16 / adult partners are required to sign the 'Formal Agreement' with Steyning Grammar School to the conditions to which they are expected to adhere.

8. Adult household members

8.1 Adult household members should always be conscious of the fact they are not school employees and have no status regarding the pupils for whom their spouse, partner, parent is responsible.

8.2 Adult household members should ensure that any contact with pupils is appropriate and in case of any doubt refer to any member of staff on duty.

8.3 Adult family members over the age of 16 may come into unsupervised contact with boarders for short periods of time. This must only occur in public and common areas of the boarding buildings and at no time may a family member enter a students' private sleeping or bathroom facility unless supervised by a member of staff employed by the school, and this would only be in exceptional circumstances.

8.4 Adults leaving the premises should ensure all exits are secured.

8.5 Adult household members should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils. There are keypad locks to the boarding houses.

8.6 These barriers must be respected at all times. The term 'barriers' refers to both physical barriers such as doors and exits and emotional relationships such as friendships with pupils.

8.7 All staff, including security and maintenance staff are instructed and encouraged to politely check and challenge individuals who appear to be moving in restricted areas of the school.

8.8 Adult household members may accompany a member of staff to the canteen at meal times and must remain with them at all times. Meal times are a crucial time for students to talk to members of staff and adult household members must ensure they support and not hinder this opportunity when the member of staff is on duty.

8.9 These guidelines must be followed at all times by adult household members to protect the children of the school.

8.10 Adult household members will be issued keys by the Head of Boarding if requested

9. Occasional Guests to Boarding

9.1 Boarding House staff and their families may entertain guests in their houses during term- time; but it is important that their host ensures that they are aware restrictions apply because they are visiting a school.

9.2 All guests should be advised they:

9.2.1 Must familiarize themselves with the Steyning Grammar School safeguarding children leaflet 'Guidance for staff and all visitors'.

9.2.2 Should not attempt to enter the areas that are designated for the boarders including the canteen without supervision.

9.2.3 Should be escorted from the door of the boarding house to the member of staff's accommodation and back again.

9.2.4 Should be asked to wear a visitor's badge and be escorted if they visit anywhere in the school apart from their host's accommodation.

9.2.5 Should not be left alone in their host's accommodation unless absolutely necessary. For example if the occasional guest is babysitting a member of staff's children whilst that member of staff is on duty or if the member of staff is needed urgently for a boarding task.

9.2.6 Guests should sign the signing in and out sheet at Bolton Reception.

10. Overnight visitors to Boarding Houses

10.1 Boarding staff should notify the Head of Boarding if they are going to have an overnight visitor.

10.2 Steyning Grammar School reserves the right to request a DBS check if it is deemed necessary.

10.3 Visitors should sign the signing in and out sheet at Bolton Reception.

11. Regular Visitors to Boarding Houses

11.1 Regular visitors to boarding houses should at all times make sure that they observe the restrictions that apply to occasional guests, including signing the signing in and out sheet each time that they visit the property.

11.2 Steyning Grammar School reserves the right to request a DBS check if it is deemed necessary.

12. Occasional visitors to Boarding

12.1 Must sign in at the duty office of the relevant boarding house and wear a visitor ID badge at all times.

12.2 Red Visitor Badges are issued by Reception Staff or the member of staff on duty.

12.3 All visitor ID badges must be returned when leaving Boarding.

12.4 Occasional visitors must be accompanied by a member of staff at all times.

12.5 Where boarders have non-SGS students visiting them e.g. boyfriends/girlfriends they must sign in at the duty office of the relevant boarding house and notify the member of staff on duty of their presence. They are only allowed in the common areas.

13. Visiting Ancillary Maintenance/Contract Staff

13.1 All visiting repair/maintenance men/women must sign in at Bolton reception and wear a visitor ID badge.

13.2 A member of boarding staff (usually the Premises Officer) will accompany the visitor to the area where the work will be carried out and check if any students are in the area if the contractor does not have a SGS DBS.

13.3 The visitor will not be left alone with a student.

13.4 During term time all maintenance and repairs will be carried out between 9am and 3pm on a weekday unless an emergency arises.

13.5 All visitor ID badges must be returned when leaving Boarding.

14. Visiting family members, carers or guardians

14.1 All visitors to the Boarding Houses or any other part of the Boarding Premises undertakes to follow all health and safety instructions and requirements in place from time to time, as notified to the Visitor.

14.2 All visitors undertake to inform their host, or if not applicable or available, the Head of Boarding of any breaches of safeguarding, health and safety, or other legal requirements that they note during their visit.

14.3 All visitors must sign in at Bolton reception and wear a visitor ID badge- this is collected upon their departure.

14.4 Family, parents, carers and guardians are only permitted to visit student rooms at the beginning and end of the academic year to help the student pack up their belongings. The Head of Boarding sends an email reminder about this to parents/carers after the induction period in the autumn term.

14.5 Visitors will remain in the boarding reception or escorted to a common area within a house to see the student.

14.6 Visitors will use the toilets located in the Boarding reception and must not use student toilet facilities.



Steyping Grammar School

Agreement between Steyping Grammar School and Family Members over the age of 16 of Resident Boarding Staff [enter academic year]

1. Terms

- 1.1 Resident Boarding Staff: Anyone employed by Steyping Grammar School with specific responsibilities in boarding which require them to live on site in accommodation provided by the school in order for them to carry out their duties in accordance with the Job Description provided.
- 1.2 Family members over the age of 16 of Resident Boarding Staff: Any family member, partner or ward over the age of 16 who is entitled to live in accommodation provided by Steyping Grammar School in accordance with the Job Description for Resident Boarding Staff.

2. It is agreed that:

- 2.1 Family members of Resident Boarding Staff may reside in accommodation provided by Steyping Grammar School in accordance with the Job Description for the Resident Boarding Staff member.
- 2.2 This entitlement will cease upon the termination of the employment by either Steyping Grammar School or the Resident Boarding Staff member.
- 2.3 Family members over the age of 16 must have a current DBS in place with the school and will be required to undertake annual SGS Safeguarding training.
- 2.4 Family members over the age of 16 may come into unsupervised contact with boarders for short periods of time. This must only occur in public and common areas of the boarding buildings and at no time may a family member enter a students' private sleeping or bathroom facility unless supervised by a member of staff employed by the school, and this would normally only be in exceptional circumstances.
- 2.5 Family members are responsible at all times for the supervision of visitors to the family's accommodation. At no time may a visitor have access to students' private or bathroom facilities. Visitors must be supervised when entering and leaving the boarding site - they must not be unsupervised at any time during term time. All visitors must be signed in using the Boarding Visitor Google Form via a QR code including for out of office hours and holidays to comply with safeguarding and evacuation protocols. The Head of Boarding holds the response sheet information. Regular visitors are classed as those who come on site more than once a half term for whom an enhanced DBS is mandatory and verified by HR. Any personal data collected and processed will be handled in accordance with the General Data Protection Regulation (GDPR). All visitors must wear a red lanyard in communal areas which is clearly visible- these will be located in House Duty Offices. Visitors must not be given any door codes both internal or external.

2.6 Any family member must notify the Designated Safeguarding Lead if they are charged with or convicted of any offence which may serve as evidence that they are unsuitable to have regular access to children. In the event of a court judging a family member unsuitable to have regular contact with children, the entitlement to reside in accommodation provided by Steyning Grammar School for that family member will cease immediately.

Family Member/Partner/Ward Steyning Grammar School

Signed..... Signed.....

Date..... Date..... Print

Name..... **Aidan Timmons, Headteacher**