



# *ACCESS, SECURITY AND VISITORS POLICY*

## **Introduction**

1. Marlborough College encourages parents and other people to visit the College and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the College has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the College's facilities and equipment from misuse or vandalism. A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to the College site and buildings. Achieving the desired balance will lead to increased external visitor involvement, a better understanding of how the College operates and the challenges facing the College, and an increased sense of collaboration and co-operation between the community and the College.
2. Limitations may be placed on visitors to avoid disruption to College operations and to prevent visitors from receiving a distorted view of those operations. The Master has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Master considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.
3. College staff shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed.

## **Access to Site**

4. The College's aim in relation to safeguarding children and controlling access to the site is designed to channel all visitors to Reception where that can be briefed, badged and directed to the correct venue to meet the appropriate staff who will be waiting to receive them. The College acknowledges that, given the open nature of the site it cannot hope to seal it off entirely.

Access to the College cannot be prevented entirely as there are several public rights of way traversing the site. The policy for limiting access therefore relies on channelling

- visitors towards the Reception, making it very clear that beyond a certain point the public are entering private property.
5. Within the site, access to individual buildings is controlled by means of an identity pass system (Boarding Houses) or keypad entry control or by locking buildings when not in use.

The site is monitored by an extensive system of CCTV surveillance which operates at all times.

Security staff are present on site at all times.

### **General Requirements for Visitors**

6. The following requirements apply to visitors:
  - Wherever possible, visitors should obtain authorisation from the College in advance.
  - All visitors to the College must comply at all times with the College's policies, administrative rules and regulations.

### **Registration**

7. All visitors will be required to register with Reception or Security on arrival. Out of hours visitors are required to report to Security. All visitors shall be requested to wear and visibly display a Marlborough College pass. This pass does not give access to Boarding Houses or other buildings with key pad entry; such passes can only be issued by Security in highly controlled circumstances.

### **Exceptions to Visitor Requirements**

8. Parents or visitors who have been invited to visit the College for matches or scheduled Open Days are exempt from the registration requirements.

### **Visitors to Boarding Houses**

9. Access to boarding houses must be strictly controlled as this is the pupils' home. No visitor is permitted to enter a Boarding House unless they are accompanied by member of staff, with the exception of parents at the beginning or end of term to deliver/collect pupil belongings, in which case the parent should be accompanied by the pupil at all times.

### **Visitors to Staff Residential Properties**

10. In view of the number of residential properties within the College boundary it is inevitable that several visitors will consist of family or friends of staff, who may remain

either for the day, overnight or for longer periods. The responsibility for such visitors rests with the member of staff being visited.

### **Contractors**

11. There are a number of visiting contractors who provide services to Marlborough College, its staff or pupils and which cover a wide range of scenarios. Guidance on the management of contractors is attached as an Annex to this policy.

### **Summary**

12. Visitor access to Marlborough College must comply with the safeguarding requirements as given in DCSF document 'Safeguarding Children and Safer Recruitment in Education' (1 Jan 2007) now DfE (May 2010) and the requirements of the National Minimum Standards for Boarding Schools (2013) published by the Secretary of State for Education under section 87C(1) of the Children Act 1989 as amended by the Care Standards Act 2000.
13. This Visitor Policy and its associated Annex is intended to clarify how those standards are to be met by Marlborough College in its treatment of visitors.

Author: Director of Corporate Resources

Date: Lent Term 2017

Review: Lent Term 2018

### Instructions to Contractors carrying out work on College premises

Job Description	
Location	
Contractors Name	
Contract Period	
Contractor's Supervising Officer	
Marlborough College Contact	

The following regulations apply to all contractors and sub contractors employed by a main contractor, when working on College property. At all times, work carried out shall comply with all current Health and Safety Regulations and approved codes of practice. Non co-operation over Health and Safety compliance will result in immediate cessation of work until compliance is guaranteed. Deliberate disregard of health and safety arrangements may result in the loss of contract. In particular:

- 1 The College operates a no smoking policy. There will be no smoking in or around the College.
- 2 Radios or similar equipment must not be used unless specifically permitted.
- 3 All precautions will be taken to ensure noisy operations are kept to a minimum. Noisy work times and practices will be established and agreed before work starts to prevent disruption to Summer School events.
- 4 Workmen and contractors will not move into areas of the College not affected by their work.
- 5 Work may be undertaken between 0800 and 1630 hours. Weekend work and weekday work outside these hours may be permitted with prior arrangement with the Estate Office.
- 6 Health and Safety:
  - a. Contractors are asked to read and observe the College Safety Information instructions attached to this document.
  - b. Access to the site is permitted as designated in the contract. Contractors' vehicles must be parked in designated parking areas unless special arrangements have been agreed with the Estate Office. No vehicle is to be reversed without a 'Banksman'. Speed of vehicles is to be kept to a bare minimum in order to minimise the risk of accident.

Signed (on behalf of Contractor) ..... Date .../.../.....

PLEASE RETURN SIGNED ORIGINAL TO THE ESTATE OFFICE