



MARLBOROUGH COLLEGE

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 her 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 they 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 controlled entirely as there are several public rights of way traversing the site. Therefore, the policy for limiting access relies on channeling visitors towards 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, 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 authorization for their visit from the College in advance.
- All visitors to the College must comply with the College's policies, administrative rules and regulations at all times.

Registration

7. All visitors will be required to register with Reception or Security on arrival and provide evidence of their identity. 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 a 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.

Visiting Speakers

10. Visiting speakers should be arranged using the guidance notes "Booking a Visiting Speaker". Registration as noted at point 7 should be followed. The HR Department should be informed regarding any extended visits.

Visitors to Staff Residential Properties

11. 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

12. The management of the large number of visiting contractors who provide services to

Marlborough College, its staff or pupils is set out in the Procedure for the Appointment of Contractors, Volunteers, Visitors and Unchecked Staff. This is available from the HR Department.

Summary

13. 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 'Keeping Children Safe in Education' (September 2018) and the requirements of the National Minimum Standards for Boarding Schools (April 2015) 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.
14. This Access, Security and Visitor Policy is intended to clarify how those standards are to be met by Marlborough College in its treatment of visitors.

Author: Director of Operations

Date: Summer Term 2019

Review: Summer Term 2020

