



MARLBOROUGH COLLEGE

Access, Security and Visitors Policy

Summer Term 2023



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Access, Security and Visitors Policy

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1. Introduction

- 1.1 Marlborough College encourages parents and other visitors to visit the College and believes that there are many potential benefits which can result from increased interaction with members of the community. At the same time, the College has a duty to avoid disruption to the educational process, and to protect pupils, as well as protect the College facilities and equipment from theft, misuse or vandalism. A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors on the site and within buildings. Achieving the desired balance will lead to an increased sense of co-operation between the wider community, the College, parents and visitors.
- 1.2 To prevent crime and to minimise risk to the community, limitations may be placed on visitors to avoid disruption to College 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 may consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.
- 1.3 All College staff will ensure that parents and other visitors are courteously received and that efforts are made to provide them with information and assistance, as needed.
- 1.4 Unless in exceptional circumstances, visitors should obtain authorisation from a member of staff in advance of entering the site, and should be issued with a Code of Conduct and Safeguarding Information for Visitors to Marlborough College. Staff should inform Security and notify them of the expected entrance of the planned visit.

2. Access to the Site

- 2.1 The College's policy in relation to safeguarding children and controlling access to the site is that all visitors must report to one of the four main entrances appropriate to their visit or the time of day. The entrance points are Reception, Admissions, Barton Farm and the Porters' Lodge.
 - 2.1.1 All visitors (including Old Marlburians and former members of staff) will be identified, briefed, issued with an appropriate visitor badge and lanyard, and either escorted to the correct venue to meet the appropriate member of staff or met by the member of staff who is hosting the visitor. All visitors will be escorted at all times and must sign out at the end of the visit.
 - 2.1.2 Outside core business hours, and at other specified times when Reception or Barton Farm are closed, visitors will be processed in the Porters' Lodge by the Duty Security Staff.
 - 2.1.3 On a scheduled Open Day, Admissions staff will register such visitors on arrival and arrange suitable escorts when visiting any areas of the College.
- 2.2 The College acknowledges that, given the open nature of the site, it cannot hope to seal it off completely as there are many public rights of way and areas where the community

will take advantage of the geographical layout. The policy for managing and controlling access therefore relies on directing authorised visitors to one of the four main entry points outlined above. In addition, visitors should be reminded to take note and follow the directional signage across the College campus, particularly in areas marked private property. If in doubt, permission should be sought from the College.

- 2.3 Within the site, entrance to individual buildings is controlled by means of an access control system, by keys or by specific and tailored arrangements (e.g. Swimming Pool area). Buildings will be secured when not in use.
- 2.4 The site is monitored by a comprehensive system of CCTV surveillance cameras which operates at all times. Data collected will be retained for a maximum of 28 days in line with relevant laws and regulations.

3. Visitors badges and lanyards

- 3.1 Blue 'Marlborough College Staff' lanyards with passes are issued to all staff who must wear their lanyard at all times around campus.
- 3.2 Green 'Contractor' lanyards with passes will be issued on signing in to a person or company engaged under a contract with the College to supply services (this includes self-employed contractors or an individual who works for themselves) when working around the College campus. This does not apply on designated construction sites. Contractors are required to undergo an enhanced DBS check (including a barred list check if the activity is regulated) and their names will feature on either the HR or Estates Single Central Record (SCR). If they do not feature on one of the Single Central Records they must be provided with a red visitor lanyard and escorted at all times.
- 3.3 Red 'Visitor' lanyards with passes are issued on signing in to all visitors and occasional contractors who are not on either the HR or Estates Single Central Record and must be escorted at all times around campus.
- 3.4 Grey 'Council' member lanyards with passes are issued to all Council members. They are appropriately checked and on the SCR. These visitors do not need to be escorted.
- 3.5 Yellow 'Family' lanyards with passes are issued to family members over the age of 16 living on campus who are not pupils at the College. They are appropriately checked and on the SCR. These individuals do not need to be escorted.
- 3.6 Orange 'Volunteer' lanyards with passes are issued to volunteers. They are appropriately checked and on the SCR. These individuals do not need to be escorted.
- 3.7 Light blue 'Admissions Visitor' lanyards with passes are issued on signing in to Admissions visitors. These visitors must be escorted by a nominated pupil or member of staff.

4. Security

- 4.1 Responsibility for security rests with all pupils, staff (including volunteers and contractors) and also with visitors to the College. In particular, all incidents (suspected or real) of a criminal nature, unacceptable behaviour, or any suspicious activity, should

be reported to the Duty Security Staff at the earliest opportunity.

- 4.2 Investigation of such reports will be the responsibility of the Head of Security. Relevant recommendations may be made to prevent a reoccurrence and the cooperation of visitors in any investigation may be requested. All accidents and incidents are reported, properly investigated and records kept by the Health & Safety Manager. The College has a procedure in place for ensuring that these records are reviewed regularly in order to minimise the likelihood of recurrence, and to identify emerging patterns.

5. Responsibility of Visitors

- 5.1 Everyone has a duty to safeguard and promote the welfare of children and young people.
- 5.2 All visitors should report to Reception, Admissions, Barton Farm or the Porters' Lodge, as appropriate on arrival, and show photographic proof of identity. Visiting sponsors/hosts may also vouch for visitors in exceptional circumstances.
- 5.3 All visitors will be issued with a red 'Visitor' lanyard which must be worn visibly at all times. This pass does not give access to Boarding Houses or other buildings with access control; such passes can only be issued by Duty Security Staff in an emergency, or specified circumstances (for example a contractor attending the site to attend to an emergency repair to critical plant machinery). Unescorted access passes to visitors should not be issued in term time unless specifically authorised by one of either the Master, Second Master, Bursar, Estates Bursar or Director of Operations.
- 5.4 All visitors must sign out and return their lanyard at the end of the visit.
- 5.5 Visitors must only use staff or visitor toilet facilities.
- 5.6 All visitors during term time must be accompanied by a member of College staff for the duration of their visit.
- 5.7 Visitors are not permitted to take photographs without the permission of a member of staff and they should refrain from using their mobile phones on site.
- 5.8 Exceptions to visitor requirements
 - 5.8.1 Visitors to sporting events, Chapel services and plays and concerts will only be registered if entering any other buildings/facilities not related to the event.
- 5.9 Large groups of visitors
 - 5.9.1 If a large group is booked to attend a session or event, the event organiser can pre-book and register the visitors to avoid delay on arrival. The member of staff responsible should provide all names and vehicle registration numbers (if applicable) to Security, and collect red 'Visitor' lanyards in advance.
 - 5.9.2 On arrival to a session or event, the member of staff responsible must check photographic ID and hand out visitor lanyards. If a visitor has not been pre-booked, they must go to Reception, Admissions, Barton Farm or the Porters' Lodge to sign in and be issued with their visitor lanyard. Visitors must be supervised at all times by a member of staff. At the end of a session or event, the member of staff responsible must ensure all visitors are signed out, and lanyards are returned to the point of issue.

6. Visitors to Boarding Houses

- 6.1 Access to Boarding Houses must be strictly controlled as these are not only the pupils' homes but also areas where they may be changing or sleeping. No visitor is permitted to enter a Boarding House unless they are accompanied by a member of College staff. Parents delivering or collecting pupil belongings may enter but should be accompanied by the pupil at all times.

7. Visitors to Staff Residential Properties (on site including residential accommodation linked to all Boarding Houses) during term time

- 7.1 The responsibility for having visitors rests with the member of staff visited, and the Code of Conduct and Safeguarding Information for Visitors to Marlborough College should be made available by the member of staff to all guests.
- 7.2 Visitors are not allowed unsupervised access to any boarding areas used by boarders. For boarding houses without a private entrance, visitors must be escorted on entering and leaving the building.
- 7.3 If a guest is staying on site overnight, the member of staff must inform Security and the HR Department in advance, where possible, and provide the details of their guest(s), to include names, address and vehicle registration numbers.
- 7.4 RHTs should seek permission from their HM to have guests staying overnight. Once permission has been granted by the HM, details must be sent to the HR department by the RHT.
- 7.5 Details of any regular visitors must be provided to HR who will carry out the appropriate checks which will include an enhanced DBS check.

8. Contractors and Agency Staff

- 8.1 Access by Contractors and Agency staff on site will be managed via the Recruitment, Selection and Disclosure Policy and Procedures, and signing in processes should be followed as per this policy.

9. Visiting Speakers and the Prevent Duty

- 9.1 The Prevent Duty Guidance requires the College to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.
- 9.2 The member of staff who has arranged the visit will also obtain such formal or informal background information about a visiting speaker, as is reasonable in the circumstances, to decide whether to invite and/or permit a speaker to attend. In doing so the College will always have regard to the Prevent Duty Guidance.
- 9.3 In fulfilling its Prevent Duty obligations, the College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

10. Safeguarding as a Visitor

- 10.1 Visitor access to Marlborough College must comply with the safeguarding requirements as described in Keeping Children Safe in Education 2022 and the National Minimum Standards for Boarding Schools 2022 (both documents issued by Department for Education).
- 10.2 Any visitor to Marlborough College who becomes concerned about a child should report those concerns to a member of staff or to Reception, who will pass them directly to the Director of Safeguarding (DSL) or Deputy Designated Safeguarding Lead (DDSL). Direct contact details for the DSL/DDSL are available from Reception and from Duty Security Staff.

Marlborough College has a comprehensive Safeguarding and Child Protection Policy. A copy is available on the College website: www.marlboroughcollege.org

11. Code of Conduct and Safeguarding Information for Visitors

- 11.1 As part of the College's responsibility to safeguard and promote the welfare of pupils, visitors must adhere to the issued Code of Conduct and Safeguarding Information for Visitors to Marlborough College whilst on campus.
- 11.2 This Access, Security and Visitors Policy is intended to clarify how those standards are to be met by Marlborough College in its treatment of visitors. From time to time alternative arrangements may be put in place to manage specific or special events.

12. Version control

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Appendix 1: Statement on Community Norms and Values



MARLBOROUGH COLLEGE

Statement on Community Norms and Values

(intended for visiting speakers and visitors but applicable to all community members as well)

Welcome to Marlborough College and thank you very much for agreeing to visit us. We know that external visitors add a huge amount to our educational offering for pupils, and we hope that you will enjoy the experience of visiting the College. We are sharing this statement of our community norms and values with our invited guests so that your visit may be productive and so that misunderstanding and embarrassment may be avoided.

Marlborough College has a long history of having outside speakers share their ideas, their writing, images, and insights on a wide variety of topics with our pupils and with the wider College community. We do not shy away from thought-provoking or challenging topics, and our experiences with outside speakers, writers, performers and artists has been overwhelmingly positive.

Candour requires, however, that we say that there have been a small number of occasions when speakers have misjudged their Marlborough College pupil audience and when our community norms and values have been compromised. The young people in our care come from a wide variety of backgrounds and experiences, and, being young adolescents, their levels of intellectual and social maturity range widely. We have a “duty of care” towards our pupils, and this may involve protecting them from experiences for which they may not be ready. We ask, therefore, that as you think about your presentation you keep a few important points in mind.

Marlborough College is an independent boarding school. However sophisticated and receptive to new and stimulating ideas our pupils may be, they are still senior school pupils between the ages of 13 and 18. They have a wide range of experiences and sensitivities, and they come to us from a diversity of family backgrounds. We believe that it is possible to address controversial subjects, to read or view provocative work, and to express sharp disagreement in terms that are respectful and do not offend against the values that form the basis of our College ethos. Fundamentally, we think that all of our pupils deserve to live in a safe environment, whatever their race, religion, ability or sexual orientation. We encourage mature behaviour. We try to balance the needs of each individual with those of the community and we encourage our students to think about the consequences of their actions on the College and wider community. We encourage rigour, responsibility and mutual respect.

We must reserve the right to rescind your invitation or to call a halt to any presentation that we consider offensive.

We would also ask that you avoid presenting ideas which promote opposition to fundamental values such as democracy, the rule of law, individual liberty, mutual respect and tolerance of those with other beliefs and faiths.

Thank you for your attention. Please let us know what you may need to make your visit to Marlborough College successful.

Deputy Head (Pastoral)/ Director of Safeguarding (DSL)

February 2023

Appendix 2: Guidance for Visitors to Marlborough College



MARLBOROUGH COLLEGE

Marlborough College takes seriously its responsibility to safeguard and promote the welfare of the children and the young people in its care. To this end we would ask that visitors adhere to the following Code of Conduct whilst on campus:

DO

- Ensure a member of Marlborough College staff is aware that you are on campus by checking in and out via Reception, Porters' Lodge, Admissions and/or Barton Farm.
- Once issued with a visitor lanyard with pass, please wear it and make sure it is visible at all times.
- Make sure there is always a member of Marlborough College staff with you at all times.
- Expect courtesy and respect from the pupils.

DO NOT

- Enter a room alone if there is a child present. Always ask a member of Marlborough College staff to escort you.
- Physically comfort a child as this may be misinterpreted. Should you ever witness a child who is upset, speak calmly to them and summon help.
- Be rude or reprimand a child even if you feel they need it. Ensure you tell a Marlborough College member of staff what has happened and let them deal with the situation.

If you witness anything whilst you are on College grounds that concern you please ask to speak to Christine Kane, Director of Safeguarding or a member of the Management Team (full details available from Reception).

Director of Safeguarding

February 2023