



ST PAUL'S SCHOOL
Est. 1509

ACCESS TO SCHOOL HOUSE

VISITORS & ADULTS STAYING AT SCHOOL HOUSE

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk.

VISITORS TO SCHOOL HOUSE: INTRODUCTION

Various categories of visitor may attend School House. The following document outlines the steps that each should take on arrival, and the degree of supervision that should be exercised by House Staff in each case.

VISITORS: OF BOARDERS

ST PAUL'S PUPILS

Visitors to School House must sign the Visitors' book outside the Housemaster's Office each time that they visit the House, signing on entry and exit and stating who they are visiting. They are to be accompanied by their host at all times. School pupils visiting School House are not permitted to enter the upper floors of the house unless accompanied by their host. To ensure the House and its facilities remain largely available to boarders, there is a restriction on the number of guests any boarder may bring.

PARENTS/RELATIVES OF BOARDERS

Parents or relatives of boarders are at all times regarded as visitors. If seeking to visit School House during the school day, they must report to reception and receive a badge, and wait there to be collected before proceeding to School House. If seeking to visit School House outside of school hours, either in the evening or at the weekend, they may proceed directly to School House after passing security.

On arrival at School House, parents or relatives should sign the Visitors Book and introduce themselves to the Duty Master, making them aware of their presence. They must not proceed beyond the ground floor unless accompanied by their boarding child, or supervised by a member of House Staff. They must not enter the room of any pupil except their family member and must not enter any of the wash facilities in the House, save for the downstairs bathroom to the right of the front door. Adult visitors should not spend extended periods in the upstairs areas of the house, instead using quiet areas downstairs after discussion with the Duty Master if they wish to spend extended time in the House with their children. Adults who are not family members or guardians of boarders are not permitted in the upstairs areas of the House. When leaving the house, they should sign the Visitor Book to indicate their departure.

OTHER VISITORS: SCHOOL STAFF/ESTATES STAFF/CONTRACTORS

SCHOOL ESTATES STAFF

Have been DBS checked by the School and will only seek to access the House for the purpose of attending to a reported maintenance problem. They need not sign the Visitors Book as their visit will be recorded.

EXTERNAL CONTRACTORS

An external contractor will not have been DBS checked by the School. When such a contractor is required to attend School House, they must first report to Reception to receive a badge. They should be supervised throughout their time in the House by a member of School Staff.

SCHOOL STAFF

School staff (who are not boarding staff) may visit School House. They should ring the bell and introduce themselves to the House Staff member on duty, signing the visitors book on entry and departure. School staff should be supervised by a House Staff member while they are in the boarding house. They should not move beyond the ground floor unless supervised by a House staff member. A school staff member should only proceed to the upper floors of the House in the absence of House staff supervision if there is a significant need to locate a

pupil for disciplinary or safeguarding reasons – and in such cases the DSL or a deputy DSL should be consulted in advance.

If a member of school staff wishes to spend the night in the boarding house duty flat (perhaps because of the very early departure for a trip the following day), they should apply first to the DSL and Housemaster, who will confirm the reasons for the stay sought and, if the request is approved, induct the staff member in how to stay safely and respectfully in the boarding house. The staff member should meet the Duty Master and sign the visitor book on entry and departure. They may move to and from the duty flat without the direct supervision of the Duty Master but should not spend longer on the pupil floors than is necessary for this access/egress.

OTHER VISITORS (including visitors to Duty Master).

All other visitors during School hours should be instructed to first report to the main school reception, to receive a visitor's badge and be collected or directed to proceed to School House. If out of School hours, they may proceed directly to School House. Once at School House, they should introduce themselves to the Duty Master, stating who they seek to visit at School House. If their visit is granted, they should sign the visitors' book and give all necessary details. They must be accompanied by their host or supervised by a member of House staff when in the boarding house and MAY NOT move beyond the ground floor of the house (the exception being a guest of Matron, who may move to her flat if accompanied by a member of the House Staff). They may use the ground floor bathroom. Members of families of the Duty Master are classed as such visitors, unless they have undergone full vetting checks and been granted approved House Staff Family status.

DELIVERY DRIVERS

Delivery drivers are not permitted to enter School House and must remain behind the barrier on the service road beside the Wathen Hall.

MEMBERS OF STAFF HOUSEHOLDS

*This guidance note details the school's expectations of behaviour by all of the adult members of the families or households of members of the house staff within St Paul's School who are accommodated on any part of our site in school accommodation that is shared with boarding pupils. It is designed to ensure the safeguarding of all boarders and pupils of the School, and to ensure clarity for all parties. **In 2019-2020 there are no family members accommodated in any building shared with boarders.***

This note should be read carefully and the declaration at the end signed before anyone moves into school accommodation that has been provided.

DBS DISCLOSURE

Every adult member of a household occupying accommodation that is shared with boarders and which is provided as part of an employee's conditions of employment is required to complete DBS checks. In addition, family members of House staff who are likely to be frequent visitors to the School site are invited to complete a DBS check, to further safeguard the pupils.

OCCUPANCY RIGHTS

The school does not bestow any rights of occupancy or tenure on the spouses/partners/adult children/other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of the staff of St Paul's School for the performance of his/her duties as School House staff. The employee alone signs a Licence to Occupy/Service Occupancy Agreement with the school before taking up residence, covering the conditions of occupancy in school property. One of those conditions is that all adult members of their household/family residing with them comply with this policy.

DECLARATION

All adult members of boarding households must declare a written undertaking to comply fully with this policy which relates to the protection of pupils at the school. The school can insist that any individual who is not a member of staff removes him/herself from school accommodation where he or she has committed a breach of this policy, which forms part of its Child Protection policy. This note should be read carefully and the declaration at the end signed *before* anyone moves into school accommodation that has been provided.

INDUCTION IN SAFEGUARDING AND CHILD PROTECTION

The Human Resources Department will arrange an induction session in safe working, safeguarding and child protection for adult members of the boarding house and accommodated staff within their first week of arrival, whether or not they have previously been through the appropriate training as members of staff at SPS.

MOVEMENTS WHEN ON SITE OF MEMBERS OF THE HOUSEHOLDS OF HOUSE STAFF

Adult members of the households of house staff should be conscious of the fact that they are not school employees and that they have no status regarding the pupils for whom their spouse/partner/parent is responsible. Unless resident in the boarding house, Household members visiting School House will be treated as Staff Guests.

Resident household members should not enter or attempt to use any of the areas that are designated for boarders, save as necessary for access to their own accommodation. In particular, they should never enter the boarders' common room, kitchen, washrooms or bedrooms. They should not attempt to establish friendships or social contact with individual pupils by any means (including via social media, email, phone or meeting in public or private places).

In an emergency, household members must follow the instructions of the duty master or most senior member of school staff on the scene.

HOUSE STAFF FAMILY STATUS

Members of House staff family may apply for 'Approved House Staff Family' status, which will enable them to remain unsupervised in the Duty flat for periods while their family member is on duty. This will require full vetting checks and a safeguarding and safe-working induction. An identity badge will be provided and must be carried at all times. An Approved House Staff Family member may move from the Duty Flat unsupervised, but only for the purposes of leaving it or going to it. They must not enter any pupil room or washroom. They should sign the Visitors Book on entry and exit from the House. They should at all times remember that they have no status in regard to the boarders and should attempt to build no relationships with boarders beyond the civil and cordial. Any conversations with boarders should be appropriate and in line with the guidance given in the safeguarding and safe-working induction. An approved House Staff Family member may stay over night in the Duty Flat with the Duty Master. For the avoidance of doubt, members of the families of House staff may not visit the house (unless accompanied at all times, in accordance with visitor protocols) or stay in the House overnight (regardless of supervision) until and unless all checks and the safe-working induction have been completed.

In 2019-2020 there are no family members with House Staff Family Status.

DECLARATION

I, have read the above note. I declare that I wish to live with in the boarding house accommodation that has been offered to my spouse/partner/parent/ other as an essential part of his/her appointment/employment as House Master/Mistress/House Tutor at St Paul’s School. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I am content for the school to obtain a DBS Disclosure on me before I move into the school accommodation.
- I have arranged to give/ have given my DBS form and document to the HR Department.
- I will attend any requested Child Protection training.
- I am fully aware of the restrictions which the school has imposed upon relatives, members of the household and guests of staff who are employed by the school, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation.
- I will ensure that any visitors of mine comply fully with the school’s requirements for supervising visitors.
- I undertake to notify the High Master at once if I am ever charged with or convicted of any criminal activity.
- I understand that failure to comply with the school’s code for adult members of the households of boarding house staff as laid out in this document could result in my being asked to leave school accommodation.
- I understand that the school will ask me to leave school accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and vulnerable people.

SIGNED:

PRINT NAME:

DATE:/...../.....

This declaration will be held by the HR department at St Paul’s School.