



Visitors Policy

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'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Cheltenham Pre Prep' refers to Cheltenham College Nursery School / EYFS

1. Introduction

Cheltenham College takes the safety of all pupils very seriously and therefore we need to be mindful to ensure any visitors to the school are not given unsupervised access to pupils. This policy should be read in conjunction with the Prevent, and Adults Living in Boarding Houses or Accommodation with Cheltenham College Site policies.

Staff and pupils are encouraged to request to see a visitor's pass/operative badge of anybody on the site unsupervised by members of staff who is not recognised.

Access to Cheltenham College buildings is managed and monitored by the Security and Portering team.

The arrangements governing the movement of visitors around the campus vary as follows:

2.1 College

Visitors to College are required to report at Reception (on Bath Road). The Reception is manned permanently while Cheltenham College is open. If a receptionist has to leave the front desk, the front door is locked for a short time (i.e. access controlled). All buildings in College are access controlled to prevent unauthorised access.

2.2 Cheltenham Prep

Visitors to Cheltenham Prep should sign in at the main reception off Thirlestaine Road. All external doors to Cheltenham Prep are access controlled to prevent unauthorised entry.

2.3 Boarding Houses

At the beginnings and ends of terms, parents / guardians collecting pupils are allowed in the Houses to help move trunks etc. Entry to each boarding house is controlled by an entry pad. Pupils are instructed not to share their wristbands anyone else, including pupils from other Houses. Doors are not allowed to be propped open for convenience.

At all times beyond the very start and end of terms, visitors (including parents, Cheltenham College staff

who are not affiliated to the House) are required to request entrance by ringing on either the Housemaster's / Housemistress's (HsM's) private-side bell, or via the side door bells so that matrons can verify identity before allowing access. Staff are required to state their business in the House clearly and must present their ID card. Except at the very beginning and end of term, parents/guardians have no more entitlement than any other visitor to be unescorted in the boarding house.

The Boarding Houses have clear signs informing visitors that they should register with an adult.

Pupils visiting the Boarding Houses must ensure they sign in, and make an adult aware of their presence.

Private visitors to resident staff accommodation should sign the visitors' book and must not have unsupervised access to pupils. Guidelines as to the management of responsibility for visitors are laid out in the Adults Living in Boarding Houses or Accommodation within Cheltenham College Site Policy. All vehicles of visitors to resident staff will be expected to display a temporary permit – this will be available when they sign in.

At Cheltenham Prep, the gap students / graduate assistants' accommodation is located within pupil student occupied locations of the school. Gap students and graduate assistants are therefore not allowed to invite guests into their accommodation for any reason during term time. During school holidays, permission for guests to visit should be sought 24 hours in advance from the Boarding Houseparents and the visitors book should be filled out accordingly.

2.4 Sports Centre

The front desk of the Sports Centre is permanently manned while the building is open. All visitors are required to sign the visitors book and are given a visitors badge and pink lanyard. Unaccompanied Operatives who are carrying out work in the sports facilities are required to sign in and are given a yellow badge and lanyard.

Members/Staff

- ☐ Staff tap their staff ID card into the front computer (on the reception desk), for the session they have booked, i.e. the gym, pool etc.
- ☐ Members are issued with a membership card that they tap on arrival to their swim sessions and squash court usage. The member of staff manning the front desk will check the identity of the member against their photo that will be displayed on their inward facing computer screen. Their card allows access only during specified times.

The Sports Centre team manage the access to sports facilities in relation to the Sports Centre.

2.5 Cheltenham Prep Drop Off Arrangements

Nursery

Parents are required to drop off their children in the morning in the Nursery. At collection time, parents wait outside the Nursery for their children to be brought out to them. This also applies to late stay arrangements.

Cheltenham Pre Prep

Parents are required to drop off their children in the morning in the classroom or in the supervised Earlybirds Club in the Pre-Prep Hall. They are asked to collect their children from the outer classroom doors at the end of the day. Parents can also collect their children from Late Club from the Pre-Prep Hall.

Lower School

Drop off is outside and pick up is outside or on late stay in the Middle Room.

Years 5 to 8

Parents should drop off their children at the front of school and pupils should enter via Reception or Day End using their wristbands.

3. Individual scheduled visits

Members of staff will occasionally invite visitors into Cheltenham College for various purposes:

- ☐ to give talks, lectures and other presentations
- ☐ to give interviews or interview practice
- ☐ to observe teaching
- ☐ to attend meetings
- ☐ to undertake academic research, etc.

As such visitors will not usually have an enhanced DBS disclosure, it is of vital importance that the following measures are adhered to:

- ☐ They must sign in at College/Cheltenham Prep Reception, be given the Visitor Information (and directed to the safeguarding section therein) and wear a visitor's badge, with pink lanyard, for the duration of their visit.
- ☐ The member of staff should brief the visitor about the activities in which they will be involved, and explain that they must remain supervised throughout the visit.
- ☐ The visitor must be told that, if they are unaware of how to respond to any interaction with a pupil, that he/she should seek advice immediately from the member of staff responsible for the supervision.
- ☐ The visitor must be supervised by a permanent member of staff throughout the visit. This means that they must not be left alone with a pupil or group of pupils at any time. If it is necessary to interview pupils (for example for a research project), this should happen in a large room, where a member of staff can be present. (It is acceptable for this member of staff to be engaged in another activity, for instance marking.)
- ☐ Staff should ensure that visitors understand that they **must not** visit the pupil toilets at any time and should be escorted to staff and visitor facilities.
- ☐ Staff and pupils at both sites are encouraged to request to see a visitor's pass/operative badge/staff ID badge of anybody on the site who is not recognised, particularly if they unsupervised by members of staff.
- ☐ Staff should be aware of what the colour of the lanyard demonstrates:

Badge Type	Lanyard Colour	Photo included	Supervision required
Visitors	Pink	No	Yes
Accompanied Operative	Yellow	No	Yes
Approved Operative	Green	Yes	No
Staff	Blue*	Yes	No

*Some staff, **in addition** to their blue lanyard, may wear the following:

Purple – worn by the DSL teams

Rainbow – worn by the LGBTQ+ Ambassadors

Attending concerts/parents meetings etc

It should be stressed that, for College/Cheltenham Prep events (concerts, Parents' Meetings etc.), visitors are not required to formally sign-in or be badged. A large number of staff play a supervisory role on such occasions.

Photography

Visitors should be aware that they should only take photos with the express permission of the school. They should not be posted on social media platforms if they contain images of any pupils that are not related to them, or any staff where their permission to post has not been granted.

4. Visiting Professionals

From time to time professionals are invited to visit College to provide specialist services. This will include, for example:

- ☐ psychologists, nurses, dentists, and other public-sector staff
- ☐ CCF instructors, sports referees
- ☐ equivalent professionals supplied by a central body.

Keeping Children Safe in Education advises that individuals working at College but employed by third parties should have been checked by their employing organisation. It is not necessary for College to see their DBS check (although sometimes it is offered),

In such cases the School will:

- ☐ obtain written confirmation prior to arrival from the employing organisation or central professional body (for example the NHS or RFU) that an Enhanced DBS check (including children's barred list) and any other appropriate checks have been performed; and
- ☐ check identity when an individual arrives to ensure imposters do not gain access to children.

Student teachers (unless employed direct by College) will have been checked by the supplying university and College does not need to complete our own checks, except for checking photo identity on arrival. All student teachers will undertake safeguarding training with the Assistant Head (Welfare & Safeguarding) at the beginning of their placement.

Records of confirmation from the employing or professional body, and of the identity check of individuals as necessary, may be kept by the Head of the relevant department.

5. Visiting External Organists

All Visiting External Organists (VEO) must be:

- 5.1 Expected/invited by a member of Cheltenham College Music Department, who is the relationship owner and thus responsible for the visitor when on site. By arrangement, responsibility for a visit may be delegated to a colleague with the availability to supervise instead of the relationship owner.

- 5.2 Asked to sign in/out at reception and wear a pink visitors lanyard. When reception is closed, VEO must meet with their relationship owner or delegated colleague upon arrival. In advance of each visit, the relationship owner or delegated colleague must check the working area (organ loft/Chapel west gallery) for any pupil personal items/data and ensure valuable equipment is secure.
- 5.3 Escorted by relationship owner or delegated colleague to Chapel. The relationship owner or delegated colleague to inform VEO that in an emergency where the exits are. The relationship owner or delegated colleague must carry out unscheduled visits to Chapel during the practise time.
- 5.4 Escorted to dining/designated WC facilities and as required.
- 5.5 Provided with relationship owners or delegated colleagues telephone/mobile number for questions or in the unlikely event of an emergency.
- 5.6 Escorted off site. VEO must phone relationship owner or delegated colleague staff to be released from Chapel and sign out.
- 5.7 Relationship owner/delegated colleagues must ensure they are readily available throughout the duration of the visit.

6. Respect for Fundamental British Values

Where a speaker is addressing pupils (no matter how big the group), the member of staff responsible for the visit must ensure that the content of the speaker's address meets the requirements of Independent Schools' Standards Regulation which precludes the promotion of partisan views in schools. The aim is not to prevent pupils from being exposed to political or religious views or from discussing political or religious issues in school, but pupils should not, however, be actively encouraged by teachers or others to support particular viewpoints. In addition, where political or religious issues are discussed, we have a duty to ensure that a 'balanced presentation of opposing views' is given.

Before booking a visiting speaker, the member of College staff must undertake a brief internet search to satisfy themselves that there is no history of radicalization and complete the [Visiting Speaker Protocol](#). At this point they must seek approval for the speaker from either the Deputy Head Learning and Wellbeing, or the Chaplain if the speaker is giving a Chapel address. In the case of Cheltenham Prep, staff should seek approval from the Deputy Head (Pastoral).

Once approved, the member of staff inviting the visiting speaker must request a briefing by the speaker on the content of the address in advance of the visit (this means at least 24 hours beforehand and may take the form of a phone conversation, or a written abstract or transcript). If in any doubt as to whether there is a risk of failing to meet Cheltenham College's responsibilities in respect of the Standards above, the member of staff must seek the advice of the Deputy Head Learning and Wellbeing before the visitor's address can go ahead. Again, in the case of Cheltenham Prep, the advice of the Deputy Head (Pastoral) should be sought.

If a member of staff feels that a speaker's words are promoting partisan ('extremist') views, they must step in to halt the address. If a speaker is unwilling to moderate their expression, then the address must be brought to a conclusion.

7. Protecting College Information

Generally, when visitors are in Cheltenham College, colleagues should take care to avoid their exposure to confidential areas and matters (for example Common Room Briefings) or any documentation that contains sensitive or confidential information). It may be inappropriate for visitors to be present at times, and colleagues should use their discretion when planning such visits.

8. Infection Management

Should there be an infectious outbreak in College, a number of control measures will be put in place to safeguard visitors, pupils and staff from risk of contagion. These could include obligatory wearing of facemasks, restricting access to certain areas of both College and the Prep School or restricting visitors altogether. A proportionate response will be made in line with Public Health guidance.