



## VISITOR POLICY

CATS College has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work etc. 1974 Act Sections 3 & 4). Proper supervision of access is also important for security reasons. In this policy, visitors will also include contractors appointed to undertake maintenance related works on CATS College premises.

As a matter of general policy, all visitors will be met on arrival and supervised throughout the duration of their visit. Specific procedures are in place to issue, and monitor, the use of a 'visitors pass' system. There are also signing in books for Premier House when the college office is closed or when this is more appropriate. The responsibility for the visitor rests with the CATS College member of staff that the visitor is visiting.

In the case of contractors carrying out repairs to the premises, the responsibility rests with the Operations Manager.

Where it is likely that the visitor will be required to work on the premises for a considerable period, sufficient say for them to be provided with a security pass, then they must be inducted by the Operations Manager or Assistant Principal as appropriate.

### **Staff Guest Policy**

**Aim:** Our aim is to provide a fully safe and supervised environment for students. We accept that live-in positions mean that residences are also staff members' homes, but the needs of the students must be met foremost.

This policy is designed for live in staff and addresses the access rights that their visitors have to the boarding environment.

CATS College allows visitors into College accommodation provided they sign in on arrival and sign out when leaving the residence. The visitors must be fully supervised throughout their visit and ensure they are only visiting during a staff member's 'nonduty hours', i.e. a member's day off or during 'break times'. Staff members are further directed not to entertain visitors throughout their duty hours while on shift

Staff are not permitted to have guests in the boarding house between the hours of 22.30 and 08.30 (Premier House only), and no guest should be left unsupervised at any time, even in staff accommodation. All visitors must sign in and out, including contractors.

At any stage the Assistant Principal or the House Parents have the authority to request a person to leave the accommodation premises.

In line with National Minimum Boarding Standards, the following guidance is always to be followed.

## **ADULT ACCESS TO BOARDERS AND ACCOMMODATION OUTCOME**

'Boarders are protected from unsupervised contact at school with adults who have not been subject to the school's complete recruitment checking procedures and there is supervision of all unchecked visitors to the boarding premises'

Students must not admit any outside visitors to boarding accommodation without authorisation from residence staff.

### **STANDARD 14**

The school does not allow any member of staff (including ancillary staff, sessional/contract staff and volunteers) to work unsupervised with boarders unless that member of staff has been satisfactorily checked with the Criminal Records Bureau.

All adults visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent their substantial unsupervised access to boarders or their accommodation.

All practicable steps are taken so that boarders are not entrusted to adults who have not been checked through the Criminal Records Bureau for journeys (e.g. by taxi) which involve giving such adults substantial unsupervised access to boarders.

There is a written agreement between the school and any adult not employed by the school but living in the same building as boarding accommodation (for example adult members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, that their accommodation may be terminated if there is evidence that they are unsuitable to have regular contact with children, and the requirement that they notify an unrelated designated senior member of staff, if they are charged with, or convicted of, any offence.

Reviewed: July 2020

Next review: August 2021



# VISITOR AND STAFF GUEST POLICY COVID-19 ADDENDUM

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Date added to Policy	July 2020
Next Review Date	As required, based on UK Government guidance
Lead for Review	Principal, Rector, DSLs, Designated Governor for Safeguarding and Child Protection

## Introduction

In response to the global Covid-19 outbreak we have made amendments to our Visitor Policy to safeguard the health and wellbeing of the whole college community. We ask that all visitors respect the policy and follow the government guidance on when to stay at home:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Please do not visit the college if you have symptoms of Covid-19, however mild, OR you have received a positive Covid-19 test result or have been in contact with anyone who has these symptoms / positive test result in the last 10 days.**

Our policy has been developed in accordance with the advice and guidance given by Public Health England (PHE), the Department for Education (DfE) and the Boarding Schools' Association (BSA).

## Quarantine and lockdown

No non-essential visitors will be allowed on site during any lockdown or quarantine period.

## Student drop off at the start of term

At the start of term, parents, or other family members/friends can drop off the student but will be unable to enter any boarding house and must follow college rules on arrival. This may include a queue system, one-way college access, completing a medical declaration form including travel history, health checks or other procedures put in place to safeguard the health and wellbeing of our students, staff and the wider college community.

Parents who are within their own quarantine period are not allowed on site and should remain in their accommodation as directed by the UK government.

Parents who wish to support their children during the quarantine period can do so if they all choose to remain off campus for 10 days.

## General Visitors, including parents

Visits can be by appointment only and must be arranged a minimum of 24 hours in advance. Visits should be suitably staggered where possible.

Where the visitor can be dealt with via a phone or conference call this method should be used if possible.

All visitors will be required to complete a medical declaration form, including travel history, submit for health checks and show evidence of engagement with any recommended contact tracing apps. Visitors will be additionally expected to follow any protective procedures in place within the college, for example one-way systems, masks and social distancing. Visitors who do not follow procedures requested of them will be asked to leave.

Along with all students and staff, any visitors to the college should wash their hands with soap and water/hand sanitiser before leaving home, once they arrive and on departure. Hand sanitiser will also be available on arrival and throughout the visit.

Visitors will be asked to refrain from touching door handles and any part of the college, where possible, in order to minimise the risk to the college community.

The college is currently operating a 'no handshake' policy.

## Tours and Interviews

Tours of the college will be made available online and interviews can be conducted remotely.

Families wishing to visit in person must follow the general visitor guidelines and therefore any visit must be booked a minimum of 24 hours in advance. All other visitor procedures must be followed.

Interviews will be conducted with social distancing measures in place.

## Contractors

Contractors will only be permitted on site for planned essential work at request of the Operations Manager.

Where possible essential works should be undertaken in the quieter hours.

Anyone visiting the college past reception must adhere to general visitor requirements.

## Visiting speakers

Unfortunately, we have decided that it is not possible to hold in-person presentations in the Autumn term. All academic and industry expert presentations must be done online.

## Staff Guest Policy

Staff are encouraged not to have visitors at this time. All standard visitor requirements apply to any staff guests.

Current government guidance must be followed at all times.

The more people have interactions, the more chance the virus has to spread. Therefore the number of visitors should be limited where possible – especially over short periods of time. The risk of transmission is also higher indoors so extra care should be taken by staff and visitors during any indoor visit.

Where possible it is encouraged that social visits occur outdoors to avoid increased risk to the college community.

## Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this Addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.