



# STAFF GUEST AND VISITOR POLICY

## With Covid-19 addendum

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Date of Policy	September 2020
Approved by Principal	September 2020
Next Review Date	August 2021
Lead for Review	Vice Principal/ Head of Boarding

## Aim

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.

This policy also takes into account and has regard to the National Minimum Boarding Standards 14.4: *All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.*

## Visitors

General guidelines are that 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 'visitor pass' system.

## Residences

Visitors to residences must sign in with the House Parent and be escorted by House Parents. Contractors not enhanced DBS checked are not allowed in residences during their opening times without a member of staff present at all times. 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 Maintenance or the Operations Manager. Regular contractors that are DBS registered can be left to carry on with their works so long as they are signed in and briefed by the Maintenance/Operations Manager. Those contractors who are not DBS checked and less frequently used follow the same sign in procedure but are accompanied at all times during their visit.

Where it is likely that the visitor will be required to work on the premises for a considerable period of time, i.e. sufficient for them to be provided with a security pass, then they must be inducted by the Operations Manager/Director as appropriate.

In addition, students must not admit any outside visitors to boarding accommodation without authorisation from boarding staff. Again, such visitors must always be wearing visitors' badges and be accompanied by the student and not visit areas other than the common room.

## Visiting speakers

Visiting Speakers must have due diligence checks conducted to ensure that the material they are speaking on fits the remit of the College and does not lead to students being at risk of being drawn into terrorism or terrorist ideology. The speaker must always be accompanied and not be left alone with students and to have completed the sign in and out procedures and advised of fire evacuation procedures.

Please refer to the Visiting Speakers Policy for more details and to complete the checklist.

## Staff Guest Policy

Our aim is to provide a fully safe and supervised environment for students. We accept that live-in positions mean that Boarding Houses 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 with House Parents on duty on arrival and sign out with House Parents when leaving the Boarding House. The visitors must be fully supervised throughout their visit and ensure they are only visiting during a staff member's 'non duty hours', i.e. a member's day off or during 'breaks times'.

Overnight visitors are only allowed when the Boarding House is closed and when no students are present unless with prior authorisation from the Head of Boarding.

Guests may remain in staff residence during two hour "wake up" shifts during week day mornings, only with prior authorisation from the Head of boarding.

When Boarding Houses are open, Residential overnight visitors must have:

- Completed an Enhanced DBS check with CATS Canterbury
- Participated in an interview with the Head of Boarding
- Signed to adhere to the Visitor's Code of Conduct
- Received a safeguarding induction

Staff members will be responsible for any guest deviation from the Visitor's code of conduct including during evacuations and other reasonably foreseeable circumstances.

This policy takes into account and must be read in conjunction with the Colleges Safeguarding policy.

## VISITOR AND STAFF GUEST POLICY COVID-19 ADDENDUM

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 14 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 periods

No visitors will be allowed on site during any 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 14 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 which means that it is not acceptable to socialise indoors in groups of more than two households, and that social distancing must be maintained.

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.