



CAMBRIDGE  
SCHOOL OF  
VISUAL &  
PERFORMING  
ARTS

# VISITORS, VISITING SPEAKERS & STAFF GUEST POLICY

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Key Staff	All Staff
Lead Staff for Review	Operations Manager, Heads of Boarding

## Contents

<b>AIM</b> .....	3
<b>STUDENTS</b> .....	3
<b>CONTRACTORS</b> .....	3
<b>VISITORS IN GENERAL</b> .....	4
<b>VISITING SPEAKERS</b> .....	4
Definitions .....	4
Procedure .....	4
<b>STAFF GUEST POLICY</b> .....	5
<b>STAFF, GUEST AND VISITORS CODE OF CONDUCT</b> .....	6
PURPOSE.....	6
SCOPE AND REFERENCE DOCUMENTATION .....	6
GUEST VISITORS (OVERNIGHT) .....	6
OCCASIONAL GUESTS TO BOARDING (DAYTIME ONLY) .....	7
<b>APPENDIX 1 - DECLARATION FOR NON – EMPLOYEES</b> .....	8
<b>APPENDIX 2 - DECLARATION FOR EMPLOYEES</b> .....	9

## **AIM**

CATS Cambridge/CSVPA has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work Act 1974 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 Cambridge/CSVPA premises and visiting guest speakers invited to the institution for curriculum enrichment and academic support.

This policy also takes into account and has regard to the National Minimum Boarding Standards 19.4 All persons visiting boarding accommodation or staff accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining unsupervised access to boarders or their accommodation. 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 which includes a signing in book for Varsity and Elizabeth House residences. The responsibility for the visitor rests with the CATS Cambridge/CSVPA member of staff that the visitor is visiting.

CATS Cambridge and CSVPA also recognise the value that external guest speakers bring to the School and its students, and we seek to encourage the provision of enrichment to learners and staff through exposure to high quality visiting speakers and organisations, as well as meeting our statutory obligations of the Prevent Duty Guidance published in July 2015 (last amendment 2023).

We confirm our commitment to freedom of speech, however this policy seeks to reduce the likelihood that visiting speakers or organisations might seek to promote extremist views or attempt to radicalise students and staff.

We are committed to ensuring a balance of differing views is achieved across time from our visiting speaker schedule.

## **STUDENTS**

Students must not admit any outside visitors to Boarding Houses without authorisation from a senior member of Boarding staff. Again, such visitors must wear visitors' badges and be accompanied by the student at all times.

## **CONTRACTORS**

In the case of contractors carrying out repairs to the premises, the responsibility rests with the Operations Manager. Regular contractors that are DBS checked can be left to carry on with their works so long as they are signed in and briefed by the Maintenance/Operations Manager. These visitors will be required to show identification upon arrival and the member of staff manning Reception will sign to say that it has been checked.

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 Schools Operations Manager as appropriate.

## **VISITORS IN GENERAL**

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.

Our priority is to ensure a safe and secure environment for all students and staff. As such we reserve the right to refuse entry to any individual who does not comply with our visitor protocols, or whose presence is deemed a threat to the safety and well-being of others.

## **VISITING SPEAKERS**

### **Definitions**

Prevent is the government's strategy to stop people becoming involved in violent extremism or supporting terrorism, in all its forms.

Extremism is defined by the UK government as 'Vocal or active opposition to fundamental British values and calls for the death of members of our armed forces, whether in this country or overseas'.

### **Procedure**

This policy applies to all guest speakers visiting cats Cambridge/CSVPA whether the visit has been arranged by a member of staff or students.

Organisers of a visiting speaker or event should, in advance of the event, complete appropriate checks which includes consideration of the speaker(s) and content of any presentation and the potential audience to whom it is intended to be delivered.

Visiting Speakers must have due diligence checks conducted to ensure that the material they are speaking on fits the remit of the school and does not lead to students being at risk of being drawn into terrorism or terrorist ideology.

The checks should be discussed with the organiser's line manager prior to confirmation of the visiting speaker. If the line manager has concerns about the speaker's content, or any other aspect of the event, s/he should discuss concerns with the Designated Safeguarding Lead.

The checks should be completed and submitted for authorisation at least 5 working days before the proposed event.

Where any visiting speakers or organisations address students, the organiser must ensure that at least one member of staff, who has received Safeguarding and Prevent training, is present at the event, to ensure that any extremist views presented at the event can be challenged.

The speaker must be accompanied at all times and not be left alone with students and to have completed the sign in and out procedures.

Records of all external speakers attending CATS Cambridge is held in a spreadsheet database called "External Speakers CATS CB". This can be found on *SharePoint/Administration/Visitors* and is administered by the Assistant Principal (Pastoral Care and Personal Development).

Records of all external speakers attending CSVPA is held in a spreadsheet by Head of Welfare. A form must be completed by person in charge of visit and passed to Head of Welfare.

## **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 Cambridge/CSVPA allows visitors into School accommodation provided they sign in with the Head of Boarding or House Leader on duty on arrival and sign out with Head of Boarding or House Leader 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/People Business partner.

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

- Completed an Enhanced DBS check with CATS Cambridge/CSVPA
- 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 CASL Safeguarding and Child Protection policy.

# STAFF, GUEST AND VISITORS CODE OF CONDUCT

## PURPOSE

To set out the school's expectations of all adults entering the boarding accommodation including bedrooms and/or common areas.

For the purposes of this policy the term 'adult' is defined as anyone over the age of 16

## SCOPE AND REFERENCE DOCUMENTATION

This document has referenced and is designed to comply with current standards of child protection and safeguarding guidelines and the Department of Education Boarding National Minimum Standards (2022) in order to ensure that everyone understands the restrictions and certain constraints on visitors and adult guests of our staff.

CATS Cambridge/CSVPA has confidence in the high standards maintained in safeguarding by its residential and boarding staff and is committed to ensuring the total protection of the young people in our care.

## DEFINITIONS

("Staff") or ("Employee") A person employed by CATS Cambridge/CSVPA .

("Adults") Persons over the age of 16 not on the roll of the school.

("Adult Household Members") Adults partners living in CATS Cambridge/CSVPA with an employee who is entitled to residential accommodation as part of their employee contract.

("Guest Visitors") Adult visitors to the accommodation who have undergone an enhanced DBS check

## DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Every adult member of a household occupying accommodation which is provided as part of an employee's conditions of employment is required to have an Enhanced DBS clearance.

This clearance is required for all adults (other than an occasional visitor) before the accommodation is occupied.

The school will assist employees and their adult household members in obtaining two DBS checks.

## GUEST VISITORS (OVERNIGHT)

Guest visitors should always be conscious of the fact they are not school employees and have no status regarding the pupils for whom their spouse, partner, parent, companion is responsible.

Guest visitors should ensure that any contact with pupils is kept to a minimum and in case of any doubt refer to any member of staff on duty.

Adults leaving the premises should ensure all exits are secured in line with existing boarding practice and fire evacuation expectations. If in doubt, to refer to the member of staff on duty.

Guest visitors should not enter or attempt to use any of the areas that are designated for boarders, nor should they attempt to establish friendships with individual pupils. There are Salto locks to the boarding houses and clusters to ensure this separation is observed.

These barriers must be always respected. The term 'barriers' refers to both physical barriers such as doors and exits and emotional relationships, such as friendships with pupils.

All staff, including maintenance staff are instructed and encouraged to politely check and challenge individuals who appear to be moving in restricted areas of the school without a lanyard.

In the event of an emergency evacuation, Guest visitors are to accompany the staff member responsible for them and act as instructed.

Overnight stays in the Boarding Houses, during times when students are present, must be authorised in advance in writing/email by the Head of Boarding. In the Head of Boarding's absence, the Assistant Principal Pastoral.

These guidelines must be always followed by Guest visitors to protect the children of the school.

## OCCASIONAL GUESTS TO BOARDING (DAYTIME ONLY)

Boarding house staff may entertain guests in their houses during term time; but it is important that their host ensures that they are aware restrictions apply because they are visiting a school.

All guests should be advised they:

Should not attempt to enter the areas that are designated for the boarders including the

Should be escorted from the door of the boarding house to the member of staff's accommodation and back again.

Should be asked to wear a visitor's badge and be escorted if they visit anywhere in the school apart from their host's accommodation.

Should not be left alone in their host's accommodation.

Guests should sign the signing in and out sheet for the relevant House.

## APPENDIX 1 - DECLARATION FOR NON – EMPLOYEES

I, ..... [name] have read the document entitled Staff Guest and Visitor Code of Conduct.

I declare that I wish to occasionally visit ..... [name] in the accommodation that has been offered to my spouse/partner/parent/ [other] as an essential part of his/her appointment/employment as .....at CATS Cambridge/CSVPA .

I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I agree that the school will obtain my DBS clearance before I attend the accommodation overnight.
- I will attend the safeguarding training which the school will arrange on my behalf.
- 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 undertake to notify the Principal and Head of Boarding at once if I am ever convicted of any criminal activity or part of an ongoing investigation.
- I understand that failure to comply with the school's code for adult members of the households could result in my being asked to leave school accommodation.
- I understand that failure to abide by any Covid-19 / medically relevant guidelines will result in my being asked to leave the school accommodation

SIGNED: .....

NAME.....

DATE.....



## APPENDIX 2 - DECLARATION FOR EMPLOYEES

I, ..... [name] have read the document entitled Staff Guest and Visitor Code of Conduct in conjunction with the Staff Visitor and Guest Policy and referenced policies.

I declare that ..... [name] will visit me occasionally in the accommodation that has been offered to me as an essential part of my appointment/employment as

.....at CATS Cambridge/CSVPA .

I declare that:

- I take responsibility for the actions of my guest and understand that any deviation from the above points, in conjunction with associated policies. As such, disciplinary action may be taken in response to any failing of the above.
- I understand that if my guest fails to abide by the above points that CATS Cambridge/CSVPA s will no longer permit said guest to any sites.
- I understand that all requests to stay in accommodation overnight, whilst students are present in the building, must be submitted in writing or by email to the Head of Boarding at least 24 hours in advance of the given date.
- I understand that it is my responsibility to ensure all COVID related guidelines will be followed

SIGNED: .....

NAME.....

DATE.....