



**RADLEY**

## **Access to College Premises**

**March 2024**

It is the host's responsibility to ensure the visitor is accompanied at all times whilst on site.

## **Access to College Premises by people outside the College**

This policy is intended for use within all areas of the College which can be accessed by persons outside of the College's employment. This policy provides evidence of the College's intention to demonstrate that the measures contained within the policy are, or will be, carried out to provide suitable and sufficient compliance to ensure people outside the College are not given unauthorised access to College premises.

Radley College shall, so far as reasonably practicable, take steps to prevent unwarranted access to College premises or land which are prohibited to people from outside the College.

The College shall ensure that, as far as reasonably practicable, areas accessed by members of the public will be managed in a suitable and sufficient manner by means of visitor registration, visual printed permission badges issued by the College, personal chaperoning by a College employee, polite challenging of persons who are not known as employees, and personal membership for relevant activities. In addition, areas open to the public, including the Sports Centre, Real Tennis, Golf Course and incorporated facilities are managed by competent College employees and organised to ensure segregation through opening times and / or physical segregation (eg member changing rooms in the Sports Centre).

The College shall ensure areas of classrooms and Socials and other buildings are adequately staffed with the College's employees throughout term times and are locked down when not externally let or otherwise required out of term time. The College only allows its buildings to be let to outside agencies following due diligence on the organisation and agreement to standard terms and conditions.

There are also two public footpaths through the College to which the College has no authority over, and the College ensures the boundaries and paths are well marked.

The College will continue to manage its campus including open areas and those open to the general public in a manner to, as far as reasonably practicable, ensure that:

- No unauthorised persons are allowed in College buildings, or related clubs or facilities.
- All visitors are registered on the College's visitor system and display a visitor's pass.
- All visitors are escorted by a member of staff throughout their visit unless DBS cleared by Radley College (please refer to note below regarding public events).
- DBS checks are completed for regular contractors working on site.
- Closed Circuit Television is used on site to record activities, including at the main entrance to College.
- Security Officers patrol grounds on a regular basis at night-time.

- All employees are encouraged to politely challenge unknown persons, especially if not displaying a pass.
- Membership schemes are in place for the Golf and Sports Clubs.
- All employees wear or carry College identification passes.
- Systems on entry doors are in place to deny visitors public access to buildings where applicable.

## College Visitors

Visitors and non-DBSd Contractors must sign in (and out) on the Sign In App (“the App”) and be issued with a visitor’s badge (red lanyard) / contractor’s badge (blue lanyard) containing the App QR barcode label, unique to that visitor/date. The only exception is current parents, who do not need to sign in but they are asked to report to the duty member of staff when visiting a Social.

Parents (current or prospective) should not enter any bedroom other than their son’s unless accompanied by a member of staff on a tour.

Visitors should be pre-registered on the App, in advance, where possible, to make the Lodge and Bursary Reception aware. Staff can pre-register visitors via [Pre Registration \(signinapp.com\)](https://signinapp.com). When pre-registering visitors, please ensure you enter their full name, date of visit, set their expected time of arrival, organisation/reason for visit and who they are visiting (host). If you would like to send your visitor an invitation with welcome information, please ensure you tick ‘Send a pre-registration invitation’ and enter their email address. The App will then email the visitor with clear instructions and directions to the College. We encourage staff to use the pre-registration form, however, they can let Bursary Reception, via [bursary@radley.org.uk](mailto:bursary@radley.org.uk) / 01235 543106, know of expected visitors and they will be pre-registered onto the App by Bursary Reception. Please give as much notice as possible. When visitors are signed in, the host will receive a notification of their arrival via Teams.

Prospective parents visiting the school will have been pre-registered by the Admissions department. On arrival they will be asked to stop at the Lodge to register. Lodge staff will initially sign them in, to enable the system to notify Admissions that they are on site. They can then drive straight to Mansion where they will be met by a member of the Admissions department. Admissions will then issue a visitors’ badge per family.

All other visitors must report to Bursary Reception (Monday-Friday, 8.30am-5pm\*) to sign in on the App, be issued with a visitor’s badge, and be collected by their host. If Bursary Reception is unmanned in these hours, please ring the bell on the desk and a member of the Bursary will be able to assist.

\*Visitors outside these times, and at weekends, are to sign in on the App at the Lodge and collect a badge. Where applicable, it is suggested visitors are asked to drive into the Lodge car park whilst they are signed in, to avoid build-up of traffic at the gate. Their host is responsible for arranging where to meet them ie Bursary Visitors’ car park. Visitors should not be asked to cross site unaccompanied, except when attending an event at the College (for example Concerts, Plays,

Art Exhibitions, Sport fixtures or Chapel Services) for which clear instructions will be given and risks mitigated by Risk Assessment.

Interviewees being met by HR on arrival before 8.30am can be signed in by HR on the App at Bursary Reception as normal and issued with a visitors' badge.

Visitors reporting directly to the Catering department will be signed in on the App, and issued with a visitors' badge, by the Catering team.

All visitors must sign out of the App at the point of departure and remember to hand their visitor's badge in (usually at the same location where they signed in, however, if the Bursary is closed, please sign out at the Lodge). Visitors who are here for more than one day must sign in and out each day and collect/return a new visitor badge each time. Visitors' badges are not to be taken off-site. Badges returned to staff MUST be returned to Bursary Reception or the Lodge asap after departure, to enable the visitor to be signed out, and for re-use. QR barcode labels are then destroyed.

All visiting speakers must follow the same procedure as above and be accompanied by a member of staff at all times when they are at the College. Any visiting speaker must have had their visit to the College approved by the Academic Director, in accordance with the College's Safeguarding Policy. A speaker that might hold views that could be regarded as extreme or potentially inappropriate for the designated age group must have had their visit to the College approved by the Warden or Academic Director, and a note of this made on the Visiting Speaker Register.

If you have any questions concerning the above, please speak to either the Bursar's office or the HR Department.