ABINGDON

Visitor and Lanyard Policy

1. General

1.1. The Abingdon Foundation is committed to promoting the safeguarding and welfare of pupils and as such anyone coming into the School during the school day is required to wear a lanyard to identify themselves, this includes all employees, contractors, visitors, self-employed staff and third parties.

1.2. Any member of staff inviting or sponsoring a visitor(s) to the school should be mindful of access requirements and the need to ensure the visitor(s) have been asked in advance if they have any specific access or other requirements.

1.3. This policy covers both Abingdon School and Abingdon Prep School. Distinction has been drawn between the two sites due to recognition that Abingdon School is an open site in that:

- There is a footpath running through the middle.
- There is a sports centre which is open to the public during specified hours, 7 days a week.
- The Amey Theatre is open to the public for performances and screenings, and also for external hire.
- The external boundary fence is not of high security construction.
- Parents and away parents access the site for fixtures at the weekend and on sports afternoons.

1.4. Different procedures apply to visitors of Boarding houses and these are covered in Section 4 of this policy.

2. Visitors during core school hours

2.1. Anyone visiting Abingdon School or Abingdon Prep School must report to Reception to sign in, show ID if applicable (for those visiting in a professional capacity in accordance with our internal guidance note on this issue) and to be issued with a visitor's lanyard subject to the exceptions made in 3.5.

2.2. Once a lanyard has been issued, visitors must be accompanied by a Foundation employee whilst on site. At no time should a visitor be allowed to walk around the site unaccompanied other than as specified under 3.5 below.

2.3. At Abingdon School, the visitor's lanyard has the contact details of the DSL on the reverse and there is a 'Ten Key Points on Safeguarding' document and a Key Visitor Information sheet that is available to all visitors in Reception.

2.4. At Abingdon Prep School, visitors will be issued with a lanyard and their attention will be drawn to a notice providing details of the DSL and the fact that Safeguarding Pocket Guides are available from the office if required.

2.5. The Abingdon Foundation is a school where safeguarding is paramount. If there are any concerns, all adults, visitors or staff, must see it as their duty to contact the DSL.

At Abingdon School the DSL is Helen Keevil on 07778 936395, or helen.keevil@abingdon.org.uk.

At APS the Acting DSL is Richard Sutton on 01865 391570 or richard.sutton@abingdonprep.org.uk

Visitors to the site outside of core school hours or during sports afternoons

At Abingdon School, before and after core school hours or during sports afternoons, students are advised that the external site, plus the Sports Centre is accessible to the public. They are also made aware that the Amey Theatre is periodically open to the public. Anyone in these areas is not necessarily a member of the school community and therefore should be avoided.

During core school hours, outside the exceptions above, anyone requiring access to these areas should continue to be escorted by a member of staff.

3. Lanyards

3.1. All members of the Abingdon Foundation must wear their lanyard and identity cards at all times when on school premises, unless it is unsafe to do so. Lanyards should be visible and worn around the neck as opposed to on a belt or elsewhere. If a member of staff forgets their lanyard then a temporary lanyard *must* be obtained from reception. In the event that a lanyard and/or identity card is lost then a new one should be requested from the Porters.

3.2. All visitors are expected to sign in and out. Visitors will be required to wear a visitor's pass that will be worn on a lanyard of a different colour making them easily recognisable as a bona-fide visitor. All staff should check strangers without lanyards on the premises and escort them to reception in order to obtain a visitor's pass.

3.3. The table in 3.5 below shows which lanyards are to be worn and when. The different colours of lanyard are as follows:

Black with Pink – Abingdon School (Checked Person)
Black with Teal – Abingdon Prep School (Checked Person)
Pink with White – Visitor Abingdon School (Unchecked Person)
Teal with White – Visitor Abingdon Prep School (Unchecked Person)

Red with White - Contractor (Checked Person)

3.4. Visitors reporting directly to the Catering and Housekeeping departments will be issued with lanyards by the relevant Head of Department.

3.5. Table of Lanyard Use:

ABINGDON SCHOOL - WHEN ARE LANYARDS TO BE WORN?			
Category[1]	**During School Day Time 8am-5.20pm**	**During Boarding Time & Term Time Weekends**	**All School Holidays**
AS SCHOOL STAFF	Black AS Lanyard to be worn	Lanyard required when on duty	Lanyard required when on duty
APS SCHOOL STAFF	Black APS Lanyard to be worn	Lanyard required when pupils could be present	Lanyard required when pupils could be present
VISITORS	Cerise Lanyard to be worn + must sign in + always accompanied	Not required	Not required
CONTRACTORS (DBS checked)	Contractor RED lanyard to be worn + should always sign in and have ID checked on arrival		
CONTRACTORS (not DBS checked)	Visitor/Cerise lanyard to be worn with Authorisation to Work badge + must always sign in + must always be accompanied		
TEACHERS from SHSK and the Manor	Own school Lanyard to be worn + must sign in	Lanyard required when on duty	Lanyard required when on duty

[1] The following exceptions apply:

- During the School Day (07:30 - 17:20)
  - i. Fixtures (and CCF parades) during School Day Time. Some fixtures occur during the week and should be communicated to all staff at the start of the week. Access is via receptions only, where visitors will receive a lanyard and a map with the fixtures spectator gate code. The Director of Sport will seek to ensure that the visiting team and parents are told which pitch is being used. Estates will ensure that a map is held at both receptions, with a spectator gate code to cross Roysse's Alley. The Director of Sport will ensure spectators are adequately supervised.

  - ii. Admissions Events (interviews or Discover Abingdon Days) at AS,. Admissions will notify staff at the start of each week. Admissions hold identification data for families who will receive a lanyard and will be

[1] Further details are available on the Abingdon School Physical Security Policy (internal audience only)

directed to a building that is visible from Park Lodge. Reception staff will direct parents and monitor them until they reach their destination, where a member of Admissions will meet them. School tours can be conducted by two pupils (rather than a member of staff). However, each prospective parent on these tours must be signed in and given a visitor's lanyard.

iii. Visitors to boarding accommodation only who do not visit any area of the school other than the boarding house. Further details on these visits are covered in (4) below.

iv. Prep School parents walking through school to drop children at pre-prep classrooms, into Early Birds or to the entrance hall to collect their children at the end of the day.

v. St Helen and St Katharine 6th Form Students attending lessons at AS.

During Boarding Time. Guests attending evening events will not be required to sign in as it is outside of School Day Time (see Physical Security Policy for further information). They become the responsibility of the Event Organiser who will provide site access information.

3.6. There are public rights of way that cut across the Abingdon School campus, such as Roysse's Alley and Park Crescent and people without lanyards should be challenged if they go beyond these onto private school property.

3.7. If visitors are attending a seminar or conference it is the organiser's responsibility to ensure lanyards are issued if required and that the necessary visitors' and health and safety guidance has been provided.

3.8. Visitors should return their lanyard to Reception when leaving the site, and sign out. Visitors (apart from those specified exceptions in 3.5 above) should always be accompanied by a member of staff to and from reception.

3.9. It is understood that there are several types of work activity that are not suitable for wearing lanyards. In these situations, the lanyard should be kept in a pocket ready to wear later as soon as it is safe to do so. All staff and visitors should be able to produce their lanyard and badge on request. Heads of Department and Line managers should instruct staff when it is <u>not safe</u> to wear the lanyard.

3.10. All visitors must be directed to use designated staff or visitor facilities, never pupil toilets or changing facilities.

3.11. For procedures specific to Abingdon Prep School (as appropriate for the age of pupils and the layout of the premises) please refer to Appendix 1.

4. Visiting Boarding Houses (guests of pupils):

4.1. Boarders may invite other Abingdon School pupils into their house as guests but must first ask permission from the duty staff member.

4.2. Guests (other Abingdon School pupils) should be accompanied at all times by the friend signing them in, and only visit the common areas of the house.

4.3. Only boarders may enter another boarder's room, and then only with the permission of the pupil whose room it is. Day pupils, irrespective of which house they are in, are not permitted in boarders' rooms.

4.4. Any visitors from outside the school should inform the Head of House beforehand of their intention to visit the house. The only exception to this is a boarder's parents or siblings, who do not require prior permission but should inform the member of staff on duty when they visit the house, and must still stay in the common areas of the house.

4.5. A boarder's parents and siblings do not need to sign in and get a lanyard if they are only visiting the Boarding House in line with 3.5. However, if this is during the School day and they almost always need to pass across any non-boarding area of the School, they will be required to sign in and wear the appropriate visitor lanyard.

5. Staff accommodation: guest policy

5.1. Abingdon School is a foundation in which safeguarding is paramount. Given this, all residential staff are reminded annually of the importance of adhering to the following policy regarding visitors to their private accommodation, where that accommodation is situated in, or connected to, a boarding house. The situation of the accommodation can mean that the premises are only accessed through the boarding house. The school is aware of the difficulties that could potentially arise from this, and therefore no unchecked visitor may enter the boarding house unless accompanied at all times by a member of staff. All visitors to any School accommodation are under the direct supervision of the staff member residing in the property. These visitors are not required to wear lanyards unless visiting during the School day and accessing non-boarding areas of the School site. No visitor must ever be left unaccompanied in the boarding house in order to ensure that no visitor is ever left alone with access to children. At all times all persons visiting boarding accommodation must be kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

5.2. The resident members of staff at Abingdon School are allowed to entertain guests in their private accommodation. Please see the Accommodation Policy for further details.

5.3. Abingdon School reserves the right to ask members of staff not to entertain on school property any individuals who are deemed in the opinion of the Senior Leadership Team to be unsuitable, or whose presence might lead to reputational risk.

5.4. At Abingdon Prep School sports assistant gap year staff who reside in the accommodation provided must request permission from the Deputy Head for any visits from guests. At APS, overnight guests are not permitted mid-week and can only be invited on a Friday, Saturday and Sunday evening provided no pupils are on the premises for the duration of their stay. The Deputy Head should be informed of such visits in writing 24 hours before the event and the name and contact details of the guest must be included.

5.5. Abingdon School is very aware that visitors can come to be seen as "safe persons" by the pupils in the boarding house, and such persons need to have full DBS clearance. A person might be deemed to be considered safe if they stay for any extended period of time. The Deputy Head (Pastoral) reserves the right to deem any given visitor as

considered to be safe by pupils, and if they are deemed to be safe in this context, the Deputy Head (Pastoral) will require that person to undergo further safeguarding checks before visiting. Even visitors who have undergone further checks still need to be supervised by the member of staff at all times.

5.6. Please note for Health & Safety and security reasons, large numbers of guests (at the same time) will not be permitted. All visitors on the School site must be accompanied at all times.

5.7. Reception staff will ensure all visitors are notified to relevant staff.

6. Dogs on the School Site

6.1. If a visitor is given permission to bring their dog onto site, they must:

- Ensure that their dog is kept on a lead at all times.
- Be informed that their dogs are not permitted to enter any of the school buildings apart from registered assistance dogs such as hearing dogs and guide dogs for the blind.
- Ensure that their dog is not on any of the sports pitches (touchlines are permitted).
- Clear up after their dog and remove any faeces from the site.

6.2. If your dog displays any aggressive or unwanted behaviour, you may be asked to remove the dog from the grounds by a member of staff.

6.3. Visitors should also note that APS does not allow dogs at the school, with the exception of recognised assistance dogs for the disabled.

Failure to comply with Child Safeguarding procedures is a School Disciplinary matter.

Please contact the Designated Safeguarding Lead and/or the HR department for further information on visitors andsafeguarding clearances. If in doubt please check first.

Acting Deputy Head Pastoral

Last internal policy review: May 2026
Last governor policy review: May 2026
Next governor policy review: May 2027

Appendix 1: Procedures Particular to Abingdon Prep School
Appendix 6: Guidance for Resident Staff and Families on Visitors
Appendix 2: Key Visitor Information displayed in both lodges

Appendix 1

Procedures Particular to Abingdon Prep School

Planned visits to the school

Where a member of staff is aware that a visitor will be visiting the school, they must notify the secretary by e-mail or verbally and provide details of the visitor's name, purpose of visit and approximate arrival time. The secretary will make a note of this. The member of staff will need to ensure that the visitor either brings their DBS documentation with them or accompanies the visitor (or arranges for another member of staff to do so) for the duration of their visit.

Arrival of visitors to the school

Visitors will be asked to park at the front of the school in the designated visitors' parking bays.

They will use the intercom by the black gates to communicate with the office staff.

Where the visitor is known to the office staff and/or is expected, they will be asked to come in and proceed straight to the office where they will sign in.

Where a visitor is unknown to office staff or is unexpected, a member of the office staff will go to the black gates to meet the visitor and accompany them to the office where they will sign in.

Signing in and out

All visitors will be required to sign in at the office and will provide their name, purpose for visit, car registration (if relevant) and time of arrival.

Visitors will be given a visitor lanyard to wear and will be asked to wear this for the duration of their stay.

At the end of a visit, visitors must sign out at reception and remove their visitor's lanyard.

Responsibility of staff with regard to visitors
If any member of staff sees a visitor in or around the school without a visitor's lanyard or is unclear who the visitor is, it is their responsibility to clarify this with the visitor and, where appropriate, accompany them to the office to be issued with a lanyard.

Pupils and visitors

Pupils will be encouraged to report to any member of APS staff immediately if they see an unaccompanied visitor around the school without a lanyard. It then becomes that staff member's responsibility to clarify who the visitor is and ensure they are wearing a lanyard, if appropriate.

Appendix 2

ABINGDON SCHOOL - KEY VISITOR INFORMATION

Please take a few moments to read this advice.
If you have any specific accessibility requirements, please mention these to your host or at reception.

1. Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. While visiting Abingdon School, if you observe anything that causes you concern, contact **Helen Keevil**, Deputy Head Pastoral and Designated Safeguarding Lead (DSL) **immediately on 07778 936395**. Alternatively, contact one of the Deputy DSLs (see posters or safeguarding@abingdon.org.uk).

2. Signing In

Please sign in and show ID on arrival and collect your visitor's badge. **Please wear your visitor lanyard at all times** to avoid being challenged by staff or pupils. Please remain with your host at all times. On departure please sign out and return your badge.

3. Fire and Other Emergencies

Fire and emergency evacuation: If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble at the nearest assembly point (your host will guide you). Should you discover a fire please call 01235 849229 (ext.229 internally).

4. First Aid and Accidents

Please ask your host if you need assistance. Any accidents should be reported to reception.

5. Access to the Internet

All users of the school systems and Wi -Fi must comply with the School IT policies and all traffic is monitored and filtered by the School. Please ask your host for details.

6. No smoking or vaping

Abingdon School is a smoke free zone. Please do not smoke anywhere on the premises.

7. No photography or video recording

Unless given permission by your host, please refrain from taking any photos or videos whilst visiting the school.

8. Dogs on Site

If you have permission to bring a dog on site, they must be kept on a lead at all times, are not permitted to enter any of the school buildings (apart from registered assistance dogs), are not permitted on any of the sports pitches (touchlines are allowed) and visitors should alway clear up after their dog and remove any faeces from the site.

Copies of Abingdon School policies are available on the School's website at http://www.abingdon.org.uk/school_policies/. If you would like a hard copy of any policy, please ask at reception. Copies of the Safeguarding Policy and Visitor Policy are available in hard copy in reception.

Appendix 6

Summary of Visitor Guidelines for Staff and Families Living on Site

Living in a school environment requires specific steps to ensure pupil safety while allowing you to enjoy your home.

1. Resident Family & Partners

Pre-Approval Required: Written consent from the Senior Deputy Head and full HR clearance must be secured *before* anyone moves into a school property.

Checks for 16+: Anyone aged 16 or over (including adult children visiting from university) must complete an Enhanced DBS & Barred List check, sign a Non-Employed Residents' Agreement, and complete appropriate safeguarding training (L1 or L2 as applicable - see below).

Training (18+):

All adults over 18 must complete site-specific briefing and Level 1 Safeguarding Training every 3 years.

Level 2 Safeguarding Training is required if living within or adjoining a Boarding House.

Reporting Duty: Immediately notify the Head, Senior Deputy Head, or DSL of any police/social services involvement, charges, or convictions concerning non-employed residents.

2. Hosting Guests

Supervision: Unchecked guests must be accompanied by a DBS-checked resident at all times on school grounds and in any accommodation adjoining boarding houses.

Frequent Visitors: Anyone visiting **3 times or more in a 30-day period** must undergo an Enhanced DBS check.

Overnight Stays (Senior School):

DBS-Checked Guests: Can stay unattended, including overnight (e.g. family providing childcare).

Unchecked Stays or Groups >5: Require at least **24 hours' written notice** to the DSL/Deputy Head Pastoral and Porters. Unchecked guests must be supervised at all times (including overnight between 2:00 AM–6:00 AM).

Emergencies: If an unexpected overnight stay of an unchecked guest stay occurs (e.g. due to emergency family situation), notify the Head of House and the DSL by **11:00 AM the next day**. Ensure supervision at all times.

Overnight Stays (Prep School): Gap year staff require prior approval from the Senior Deputy Head (Logistics); guests are permitted on pupil-free weekends only.

Accountability: The resident member of staff is fully responsible for the conduct of their guests at all times.

3. Hiring Help (e.g. Cleaners, Nannies, Pet Sitters)

Regular Help (3+ visits in 30 days): Requires an Enhanced DBS check (even if supervised). This can be done either via:

Option A: The employing Agency provides a Letter of Assurance if they have carried out a DBS check on their employee; or

Option B: The School requests a DBS check on the member of staff's behalf (~£38 fee).

Infrequent/Unchecked Help: Limit visits to fewer than 3 per month (e.g. fortnightly only or rotating staff) and ensure a checked resident supervises them at all times while on site.