



## BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

### Visitors Policy

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE (September 2025).

Last review: September 2024

Next review: September 2026

#### Visitor and Boarding House Policy

**Visitor Procedures** Any individual visiting the School must report to Reception to sign in and receive a visitor's badge. The badge includes the contact details of the Designated Safeguarding Lead (DSL) on the reverse. Visitors will also be directed to a notice detailing the DSL's information and the availability of the Child Protection and Safeguarding Policy from the office upon request.

Brockhurst & Marlston House School prioritises safeguarding. If any concerns arise, all adults—whether visitors or staff—are duty-bound to contact the DSL.

Once a badge has been issued, visitors must be accompanied by a member of staff at all times while on site. Under no circumstances should a visitor be allowed to move around the site unaccompanied.

Parents are exempt from these procedures as their visits occur within the context of a family or personal relationship.

Upon departure, visitors must return their badge to Reception and sign out.

For any questions regarding these procedures, please speak to the DSL or Deputy DSL.

---

**Visiting Boarding Houses** Boarding accommodation is reserved for designated boarders and is protected from unauthorised access. Only boarders may enter another boarder's room, and only with the room occupant's permission. Day pupils are not permitted in boarders' rooms.

External guests must inform the Head of Boarding before visiting the boarding house. The only exception is a boarder's parents or siblings, who do not require prior permission but must inform the staff member on duty upon arrival.

---



**Staff Accommodation: Guest Policy** Safeguarding remains paramount. All residential staff are annually reminded of the importance of adhering to the following visitor policy:

- As staff accommodation may be accessible through boarding houses, no visitor may enter a boarding house unaccompanied.
- All occasional or irregular visitors to School accommodation are under the direct supervision of the resident staff member.
- Visitors must never be left unaccompanied in the boarding house to ensure no individual has unsupervised access to children.
- Visitors must always be under sufficient staff supervision to prevent unauthorised access to boarders or their accommodation.

Resident staff members may entertain guests in their private accommodation. If a guest is staying overnight, the staff member must notify the Head of Boarding in writing at least 24 hours in advance, providing the guest's name and contact details via the Visitor's Log in Google Classroom, which alerts the Heads and DSL.

In exceptional circumstances where an emergency requires a visitor to stay overnight, the Head of Boarding must be informed of the visitor's details and the circumstances leading to their stay.

The School reserves the right to prohibit staff from entertaining individuals on School property if the Senior Leadership Team deems them unsuitable or if their presence poses a reputational risk.

---

**NMS 20.10 Compliance** Boarders do not have access to staff residential accommodation except in exceptional circumstances, where a one-to-one situation should be avoided, and another adult should always be present. The School ensures that no inappropriate favouritism or one-to-one contact occurs between staff and boarders.

The School adheres to Boarding Schools' Association (BSA) guidance, which states that:

- Boarders should generally not be in staff private residences except under exceptional circumstances, usually involving safeguarding or welfare needs.
- Boarders visiting friends who reside in private staff accommodation is acceptable, provided the School has policies in place to ensure safe visits.
- Public and shared-use spaces within staff accommodation, such as gardens, kitchens, and dining rooms, may be used for legitimate purposes, such as hosting parents or supporting boarders, provided clear policies define the boundaries between shared and private spaces.

It is NOT the intention of Standard 20.10 to prevent friendships between boarders and staff children residing in the boarding house.

---

**Gap Students** Gap year staff residing in School-provided accommodation are not permitted to have overnight guests during term time. Any guests staying overnight during school holidays must be logged with the DSL or Deputy DSL via the Visitor's Log in Google Classroom, which notifies the Heads and DSL.



---

**Visitor Safeguarding Compliance** For clarity on which visitors require safeguarding clearances, please contact the DSL or Head of HR (Deputy DSL). If in doubt, always verify first. Failure to comply with safeguarding procedures constitutes a disciplinary matter.

The DSL or Head of HR will ensure all visitors are notified to the appropriate staff.

All visitors on the School site must be accompanied at all times.

---

**Visiting Speakers** In addition to the general visitor procedures, the School must comply with Prevent statutory guidance, ensuring that visiting speakers do not promote extremist views.

Staff arranging a visiting speaker must consult the DSL to make arrangements, regardless of the topic. Speaker details must be logged in the Visiting Speaker Log in Google Classroom, notifying the Heads and DSL.

Staff must assess any potential risks associated with the speaker or their topic, particularly concerning the endorsement or incitement of extremist political or religious views. If a risk is identified, the visit will not be permitted.

In conducting risk assessments, the School adheres to the Prevent Duty Guidance and the definition of "extremism" in Keeping Children Safe in Education (KCSIE):

"Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its obligations under the Equality Act, the School does not discriminate based on race, colour, nationality, ethnicity, religion, gender, sexual orientation, marital or civil partner status, disability, or age.

---

**Visitor Facilities** Toilets and washing facilities designated for staff may also be used by visitors. These facilities are separate from those provided for pupils.