

# Supervision of Adult



## Visitors to Boarding Houses Policy

### Policy Statement

Trent College will undertake to ensure that all non-staff visitors to boarding houses are either CRB checked and had received child protection training, or are supervised during their visit.

### Aims/Objectives

This policy will be achieved by:

- Ensuring that all staff are CRB checked and receive child protection training.
- Ensuring all visitors report to the Security Office on arrival and before coming onto the main school area.
- Ensuring all visitors are equipped with an appropriate means of identification so permanent staff and pupils know they are visitors.
- Ensuring visitors to boarding houses e.g. outside contractors, outside delivery personnel, prospective boarders and their families, families of current boarders etc. are supervised throughout the duration of their visit.
- Ensuring boarders and boarding staff are aware when work (e.g. maintenance) is taking place in their house
- Ensuring the above provisions are transparent and clear to all who may require them.

### Responsibilities

- The Head of Security will ensure that all College staff are CRB checked and the Regulations and welfare Officer will ensure that all permanent staff requiring access to the boarding houses receive child protection training.
- The Director of Estates will ensure that, where possible, work by outside contractors in the boarding houses is carried out during the school holidays.
- The Director of Estates will inform the House staff when contractors will need access to boarding houses during term time so that house staff can be made available to supervise the contractors.
- Deliveries are made initially to the Porters' Lodge. The Director of Estates will ensure that the Porters are aware that they must supervise any Delivery Staff who need to enter boarding houses.
- Boarding House staff will ensure that boarders' families are aware that they must report to the member of staff on duty when visiting the boarding house.
- The Housemaster/Mistress will instruct parents of boarders on acceptable times they can take for picking up and dropping off luggage at various points during term. They will also instruct parents on times of the day and areas in the house which are not to be accessed.