



GUESTS OF RESIDENT STAFF DURING TERM TIME

(Relevant to National Minimum Standard 5, 6 & 11)

As stated in their Occupancy Agreement or Tenancy Agreement, all resident staff are entitled to request permission for guests over the age of 16 to stay in their accommodation during term time.

Should a member of staff wish to have a guest residing overnight during term time, a written request should be submitted. Resident boarding staff should submit a written request to the Director of Boarding. The Director of Boarding and all other resident staff should submit a written request to the Personnel Office who will act on behalf of the Headmistress. The Director of Boarding or the Headmistress will reply in writing. There may be exceptional circumstances when it is not practical or feasible to submit a request. In this case The Director of Boarding or Headmistress should be informed as soon as is possible.

Guests who stay with resident staff during term time are under the responsibility of the staff member for the duration of their stay. Whilst arrangements may change, and appreciating the need to be flexible, you may request an extension beyond the agreed dates. This request must be submitted as soon as possible in advance of the required extension. During term time a request for guests to stay will not normally be agreed for more than one week.

It is of high importance that guests are accompanied by the resident member of staff at all times when they are moving around the school site or in one of the boarding houses. They must not be allowed unsupervised access to boarders who will be resident during the time of their stay.

It is the responsibility of the resident member of staff to ensure that guests are made aware that the accommodation in which they will stay is either in close proximity to one of the boarding houses or part of a boarding house and, therefore, not necessary with its own access. Resident members of staff should ensure that guests are made aware of the following information:

- The action necessary in the event of a fire or any other evacuation.
- The times when boarders will be in house.
- The school site is a no-smoking zone.
- The child protection issues relevant to being resident in or close to a boarding house during term time.
- The expectations in terms of conduct as they relate to internet usage, WiFi access, alcohol consumption and noise.

For one off or occasional visits a DBS check will not be carried out. However, should visits be more frequent, or if a one off visit is to span a significant term time period (greater than 2 weeks), then a DBS check will need to be carried out.

All guests should be recorded as being present in the relevant boarding house but, in order to respect the privacy of the staff member, they do not have to sign the house visitor's book. Guests arriving during the school day from Monday to Friday are required to be met by the staff member at Goddard Reception to sign in. They will be issued with a visitor's badge. If resident staff envisage that guests will be arriving at the weekend or after school hours then they should collect the appropriate number of visitor's badges from Goddard Reception and sign in at Goddard Reception as soon as is practically possible. Visitors must have their badge visible when moving

around the site, and must restrict their movements to their transit to and from their host's accommodation unless supervised.

<i>First drafted by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>March 2016</i>
<i>Reviewed by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>November 2019</i>
<i>Approved by</i>	<i>Helen Barton, Headmistress</i>	<i>November 2019</i>
<i>Next review</i>		<i>November 2020</i>