



**D'OVERBROECK'S
OXFORD**

A NORD ANGLIA EDUCATION SCHOOL

VISITORS POLICY

Last reviewed:	March 2026
Next review due:	March 2027
Reviewed by:	Vice Principal Pastoral Head of Boarding

This policy should be read in conjunction with the policy for Safeguarding & Promoting the Wellbeing of Children; staff Code of Conduct; Contractor Policy; Lettings Policy; Visiting Speakers' Policy and the Boarding Handbook for students and staff. These are either available from the [website](#) or from the school office on request.

1. Aim

Visitors are welcome to d'Overbroeck's and we recognise that they make a contribution to the life and work of the school in many different ways. The learning opportunities and experiences that they bring are encouraged and appreciated. The aim of this policy is to ensure that access to the school is managed and controlled to ensure that a safe environment is maintained for students and staff. The policy is intended for use within all sites of the school which can be accessed by visitors.

The term 'visitors' is used to describe individuals who are accessing the school site and are not employees of the school or students. The policy provides evidence of the school's intention to demonstrate how the measures contained within this policy are carried out. This is in order to provide suitable and sufficient compliance in relation to ensuring that members of the public are not given access to the school premises.

This policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors eg, business people, authors, artists, etc.)
- All NAE staff members
- All parents
- All students
- Educational personnel (Local Authority Staff, Inspectors)
- Building and maintenance contractors

2. Visitors invited to school

All visitors must ring the intercom and speak to the Reception team on arrival and must not enter the site or buildings via any other entrance.

All visitors must state the purpose of their visit and who has invited them.

Visitors should be ready to show formal identification, where appropriate.

All visitors will be asked to sign into the automated visitor log.

The Reception team will issue each visitor with a visitor lanyard and inform the visitor about the procedures to follow in the event of a fire alarm/drill and safeguarding information.

Visitors will then be escorted to their point of contact, or their point of contact will be asked to come to Reception to receive the visitor. The contact will then be responsible for them while they are on site.

At no point should a visitor be left on their own with students or unaccompanied in the school.

On departing the school, visitors should leave via the front door, sign out of the automated visitor log and return their visitor badge.

3. Visitors to boarding students

We encourage parents and family members to visit their children in boarding and recognise the benefits of this for the wellbeing of the boarder. In order to grant students a reasonable degree of privacy in their boarding houses, any parents or guardians will only be granted access to the common rooms of the boarding house with the permission of the Head of House. We ask for at least 48 hours' notice for a visit.

Where boarders reside in shared rooms, we ask that parents/guardians respect the privacy of the students sharing a room.

Adult visitors to boarding may not use the student toilets unless the boarder they are visiting has single ensuite facilities. There are visitors' toilets in each house for use by all visitors to boarding.

Any visitor to boarding will be asked to sign in with boarding staff in the Boarding House and will be escorted by the boarder who they are visiting to meet with the member of staff on duty. The visitor will be accompanied at all times by the student they are visiting. At the end of the visit, the visitors will sign out at Reception in the Boarding House. Staff members will supervise all visitors to boarding.

If a boarder wishes to invite another d'Overbroeck's student to visit them in boarding, the visiting student must sign in with staff and will be allowed in the common areas of the House. Visiting d'Overbroeck's students are permitted to the Sixth Form houses between 4-7pm on a weeknight and 11am-9pm at the weekend. Visits to St Phillips are at weekends and should be arranged with the appropriate boarding staff.

4. Visitors to boarding staff

Boarding staff may entertain guests in their private accommodation when the host is off duty. Where access is needed to or through a communal area, the visitor must be supervised at all times by the host.

During term time visitors are welcome when staff are not on duty, but this must be arranged with the Head of House and the Head of Boarding. Visitors must be accompanied at all times. Visitors must not attempt to enter areas that are designated for boarders unsupervised.

During term time, visitors should be asked to sign in at the reception of the boarding house and must wear a visitor's badge when moving supervised through parts of the boarding house.

Overnight visits are permitted outside term time with the permission of the Head of Boarding and Principal. Visitors should not be left alone in the host's accommodation or anywhere in the boarding house.

5. External contractors

Any visit by an external contractor coming onto the site to carry out maintenance or other such activity when students are present must be prearranged with the Operations Manager for the school. The Operations Manager will ensure that the visit is at a suitable time for school and that the visit is appropriate.

The identification of any contractor will be checked on arrival and the contractor will be issued with a visitor's badge. External contractors will have been subject to the appropriate level of DBS check and will be subject to the appropriate level of supervision at all times when students are on site. Where a contractor has not had enhanced level DBS clearance, the contractor will be accompanied at all times by a member of the school's Operations Team.

Contractors are not permitted to enter boarding accommodation where students are present without prior agreement with the Maintenance Manager and visitors will be supervised at all times by a member of the Operations Team.

6. Visiting speakers

In accordance with The Prevent Duty, d'Overbroecks has a commitment and responsibility to ensure the suitability of visiting speakers to school. Please see the Visiting Speakers Policy for further information.

7. Unknown/uninvited visitors to school

Any visitor to the school sites or boarding houses who is not wearing a visitor's badge should be challenged politely to enquire who they are and their business on school site.

The visitor should be escorted to Reception to sign in and to be issued with a visitor's badge, as appropriate.

In the event that a visitor declines to sign in at Reception, a member of the site SLT should be notified to manage the situation. The SLT will decide whether the Police may need to be informed.