Date: May 2024
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Responsibility: General Manager, Operations

ACCESS, SECURITY AND VISITOR POLICY

1. Introduction

Epsom College in Malaysia ("the College") encourages parents and other people to visit the College and believes that there are many potential benefits which can result from increased interaction with the College. At the same time, the College has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the College's facilities and equipment from misuse or vandalism. A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to the College site and buildings.

Limitations may be placed on visitors to avoid disruption to College operations and to prevent visitors from receiving a distorted view of those operations. The Headmaster has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Headmaster considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.

College personnel shall seek to ensure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, College and community.

Visitor access to Epsom College must comply with the requirements of the National Minimum Standards for Boarding Schools (April 2015).

This policy and its associated appendices is intended to clarify how those standards are to be met by Epsom College in Malaysia in its treatment of visitors.

2. Access to Site

Access to Epsom College is controlled via three 24 hour manned security gates.

At the present time access to the College via vehicle is only permitted by the Main Entrance on Persiaran Kolej.

Within the site, access to individual buildings is controlled by means of a digital card access entry system, or via Main Reception. Security within the site is managed at three levels:

Level 1 - Boarding Houses where there must be no unrestricted public access when pupils are present.
Level 2 - Academic areas, such as classrooms or the library, where visitors may be present accompanied by a member of staff or designated guide.
Level 3 - Public areas such as the Pizza Container cafe, Duke of York Theatre, or Playing Fields, where visitors may be present unaccompanied.

Every effort is made by staff to ensure that visitors follow the appropriate policies and are issued with, and wear, badges at all times.

3. Usual Visitors

Visitors will normally fall into one of the following categories:

- Parents/Guardians of pupils in school and those interested in admitting pupils
- Adults seeking employment in school
- Teachers/students from other educational establishments on experience visits (e.g Round Square)
- Contractors
- Professional Agencies
- Governors
- Volunteers
- Former Pupils and Staff
- Visiting family/friends of residential staff
- Service Providers e.g. postman, refuse collection, delivery etc.

4. Reasons for Visits

The reason for visits can vary but would normally be:

- Invited to visit a specific lesson
- Taking a specific lesson
- Attending a specific meeting
- Attending an interview
- Attending a public event
- Attending a student performance
- Attending sports events
- Working with specific pupils
- Working on site
- Visiting Staff and/or families
- Delivery or collection of goods

5. General Requirements for Visitors

The following requirements apply to visitors:

- A visitor is defined as anyone seeking to enter the College premises who is **not** a pupil, employee of the College nor a spouse/partner of a member of staff. This includes current parents, governors and family members of both on-site and off-site staff who are visiting temporarily in addition to contractors/vendors.
- Immediate family members (i.e. spouses/partners for whom the College has arranged dependent visas) residing permanently with College staff (whether on or off site) will be provided with a Family Pass by the College. It is the member of staff's responsibility to apply for this Pass on behalf of their spouse/partner. These access cards will permit spouses/partners to gain entrance to the College site without having to sign in/out. The passes will not activate Level 1 or Level 2 areas of the College.
- Whenever possible, visitors should obtain authorisation from the College in advance.
- All College visitors must comply at all times with the College's policies.
- All visitors shall be requested to wear and visibly display an Epsom College in Malaysia pass, or other approved identification, when on school premises.
- Visitors will be encouraged to read a summary of the Child Protection regulations, copies of which will be available at the Guard House as a QR code and at Reception as hard copies.

- Visitors (other than parents dropping off/collecting pupils) should be encouraged to arrive on site **between 8am and 5.30pm.** Anyone who is likely to arrive on site outside these hours should be met by a member of Epsom College staff in an agreed location.
- Staff gain email notification of their visitors arrival when they are at Reception..

6. **Entrance and Exit to site procedures**

a) ***Parent(s) / Guardian(s) of current pupils***

Entrance to the school shall be only through the Main Entrance Gate.

- Parent(s)/Guardian(s) cars **WITH** Parents Tag will be allowed to enter the College site after signing in at the Main Gate.
- Parent(s)/Guardian(s) cars **WITHOUT** Parents Tag will need to provide a personal identification card/driving licence to the security officer at guard house for registration purposes.
- Parent(s)/Guardian(s) will receive Visitor Pass and/or PICK UP/DROP OFF PASS from the guard house where required.
- Parent(s)/Guardians will be reminded to always display Visitor Pass and to display PICK UP/DROP OFF on their vehicle's dashboard.
- Parent(s)/Guardian(s) details, including their entry time, will be registered in the Security Log Book. In the event of an emergency this information is shared with Main, Reception so the school will know which parents are on site and must be accounted for.
- Senior pupils to be dropped off at the Main College Reception or Boarding Houses. Vehicle movement to be restricted to these areas. Drivers remain in their vehicles (unless parents of Prep School students who need to be escorted to the Prep School entrance). Parents should be mindful that this is largely a pedestrian area and that speed limits are in operation.
- Prep School pupils arriving by car are to be dropped off at the Key Stage 2 door to the Prep School opposite Granville House along the middle road from 8.00am, where they will be met by a member of Prep staff. If necessary, pupils may be escorted to the classroom by a parent/adult.
- Parent(s)/Guardian(s) must return their Visitor Pass and/or PICK UP/DROP OFF Pass, where applicable, and, where necessary, collect their personal identification card/driving licence at guard house.
- Parent(s)/Guardian(s) time of exit will be recorded in the Security Log Book
- All pupils (Day and Boarding) wishing to exit the site **at any time** must complete a '**Pupil Permission to leave campus slip' if they are NOT being collected by their own parent/guardian.** This must contain details of who is collecting them, vehicle registration number and time they are being collected. This slip must then be authorised by the pupil's HMM. **The guard house will not permit the pupil to exit the site without this slip**.
- Parents/guardians who are collecting their own pupils must ensure they have official College identification (Epsom Parent ID Tag). If they do not have this, the pupil will need to complete a '**Pupil Permission to Leave Campus Slip'**.
- Day pupils must also complete this slip as they gain permission to leave College from their HMM, or their designate, at the end of the working day if they are **NOT** being collected by their parent/guardian.

b) ***Current pupils***

- All current pupils should produce their student ID to be granted access to the site.
- Pupils are allowed to go out and return back to site during the mentioned hours below, by producing a pre-signed/acknowledged **'Mercato Leave Sheet'** (authorised by the pupil's HMM) to the guard House exit stationed next to the Staff Apartment building.
- Monday to Friday: 5.30 pm to 6.45 pm (*Sixth Form only)

- Saturday & Sunday: By agreement with HMMs on duty before 6.45pm (*Special rules apply to junior students up to Y9 who should be accompanied by staff))
- No pupil who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the Headmaster.
- Unless pupils are under the Exeat or holiday care programme provided by the college at an additional fee, other pupils should not expect to gain access to the College site over an Exeat weekend nor during holidays when Boarding Houses are unstaffed.
- On an Exeat weekend, pupils will **not** be permitted to enter the College site between 6.00pm on the day Exeat begins until approx. 5.00pm on the day it ends, **unless** the pupil's HMM has granted prior consent and informed the guard house of the pupil's name and approximate arrival time.

c) *Teaching, Support staff and Governors*

- All teaching and support staff are required to display their Epsom Staff ID Tag to be granted access to the site.
- Governors will be permitted to the College site on presentation of their Governor Pass. In addition, Governors will need to submit the Affirmation Form on initial arrival if they are not regular visitors to the College. To ensure their presence on site is accounted for in the event of an emergency, they will also be required to sign-in/sign-out at the main gate as per current parents.

d) *Visitors*

Visitor(s) with Appointment

- Visitor(s) to provide personal identification card/driving licence and security will compare against the informed/expected visitor list from Reception.
- If details match, their details will be registered based on their personal identification card/driving licence inclusive with their entry time in the Security Log Book.
- Visitor Pass will be provided to the visitor by Security.
- Visitor(s) are reminded to always wear and display their Visitor Pass(es).
- Visitor(s) are to be instructed to report to the Main Reception to meet their host.
- Once a meeting/appointment is over, visitor(s) may collect their personal identification/driving licence in exchange for the Visitor Pass.
- Visitor(s) time of exit will be recorded in the Security Log Book.

Visitor(s) without Appointment

- Guard House to notify Reception of a visitor without appointment (during College working day)
- Receptionist will be informed to contact EPSOM staff whom the visitor wants to meet.
- Once the acknowledgement is obtained from relevant EPSOM staff, the visitor(s) will need to provide personal identification card/driving licence for security registration.
- Visitor Pass will be provided to the visitor(s).
- Visitor(s) are reminded to always wear and display their Visitor Pass(es)
- Once meeting/appointment is over, visitor(s) may collect their personal identification/driving licence in exchange with the Visitor Pass.
- Visitor (s) time of exit will be recorded in the Security Log Book.
- In the case of a Visitor without an appointment wishing to visit a residential member of staff outside of the working day, the visitor will need to contact their host to request they meet them at the Main Entrance before they are allowed onto the College site.
- A **Visitor Without Appointment** will **only** be permitted onto the College site provided a member of College staff can confirm they are present on site and happy to receive/host the visitor. At night this

may require the host to meet them at the Main Gate. If the member of staff is not contactable the visitor will be denied access.

e) ***Outsourced contractors/suppliers***

- Entrance to the College shall be only through the **Second Entrance Gate** at the top of the road past the Main Entrance.

Sepang Faciilities Staff

- All Sepang Facilities staff personal details are pre-registered and will only proceed with security registration if there are any new staff.
- All pre-registered staff of Sepang Facilities must declare all items brought into the site by filling up and signing on the DECLARATION FORM and this form must be returned to the stationed guard. All these declared items must be displayed to the stationed guard.
- Sepang Facilities staff are expected to cooperate and allow security guards to search/check their vehicles and use metal detectors to scan their body to ensure no unsafe/non-declared items are brought into the site.
- Sepang Facilities staff will also need to cooperate and allow the guards to perform similar checks on them when they leave the site after their scheduled work at site and during office hours for any reasons.
- Before their exit from site, Sepang Facilities staff must again display their belongings and stationed security guards will compare against the declared items list available in the Declaration Form.

Contractors/vendors

- All contractors/vendors to provide personal identification card/driving licence to the security officer for registration purposes
- All contractors/vendors will receive Visitor Pass from the guard house where their entry time will be registered in the Manual/Computerised Security Log Book.
- All contractors/vendors are reminded to always display Contractor Pass details
- All contractors/vendors must declare all items brought into the site by completing and signing the DECLARATION FORM and this form must be returned to the stationed guard. All these declared items must be displayed to the stationed guard.
- All contractors/vendors are expected to cooperate and allow security guards to search/check their vehicles and use metal detectors to scan their body to ensure no unsafe/non-declared items are brought into the site.
- All contractors/vendors will also need to cooperate and allow the guards to perform similar checks on them when they leave the site after their scheduled work at site and during office hours for any reasons.
- Before their exit from site, all contractors/vendors must again display their belongings and stationed security guards will compare against declared items list available in the Declaration Form.
- All contractors/vendors may collect their personal identification/driving licence in exchange for the Visitor Pass.
- Guidance on the management of contractors is in Appendix E to this policy.

f) *Taxis (and where they are permitted to drive within College grounds)*

Entrance to the school shall be only through the Main Entrance Gate.

Taxi without Passenger (Driver alone)

- Taxi drivers must notify the purpose of visit at the Guard House to enter the site.
- Taxi drivers are required to provide both details of staff/student whom he needs to fetch as well as personal identification/driving licence for security registration purposes.
- At this point, in the case of a pupil pick up, the Guard House will check that the relevant HMM confirmation has been received regarding the pupil pick up. If not, the Guard House will attempt to contact the HMM to verify the pick up.
- Taxi drivers are expected to cooperate and allow security guards to search/check their vehicles.
- The pick-up is allowed to happen at the Main Reception and at Boarding House entrance for student(s), and at the respective residence location for staff(s).
- Before exiting the site, the security guard stationed at the main guard house will verify the accuracy of student(s)/staff(s) information provided by the taxi driver by confirming details from the student(s)/staff(s) themselves upon presentation of the signed '**Permission to Leave Campus Slip'**.

Taxi with Passenger (Staff/Student)

- Identify passenger
- Both staff(s)/student(s) and taxi driver are required to provide staff/student pass and personal identification/driving license respectively for security registration purposes. In the event the pupil does not have his/her student pass, the security guard will verify their identity with HMM.
- Taxi drivers are expected to cooperate and allow security guards to search/check their vehicles.
- The drop off is allowed to happen at the Main Reception and at Boarding House entrance for student(s), and at the respective residence location for staff(s).

Taxi with Visitor (to meet staff)

- In the case of an expected visitor, both the visitor and the taxi driver are required to provide personal identification/driving license respectively for security registration purposes.
- In the case of an unexpected visitor, the visitor and taxi driver will not be granted access to the site until authorisation has been received that a host is able to meet them.
- Once the acknowledgement is obtained from relevant EPSOM staff, the visitor(s) will need to provide personal identification card/driving licence for security registration
- Visitor pass will be provided to the visitor(s).
- Visitor(s) are reminded to always wear and display their Visitor Pass(es)
- Once meeting/appointment is over, visitor(s) may collect their personal identification/driving licence in exchange for the Visitor pass.
- Visitor (s) time of exit will be recorded in the Computerised Security Log Book

g) *Visitors to large-scale events procedures (e.g. Open Day/Rugby tournament)*

Security controls during large-scale events differs based on the event's nature, requirements, etc. However, all visitors are expected to be informed of and abide by the following procedures during events:

- Smoking is prohibited within the school grounds (both within and outside buildings).
- Littering is prohibited in the school grounds.
- All visitors must adhere to the College's security controls.

Visitors attending a College Open Day will be required to adhere to the same Visitor Policy as parents, whereby they will need to sign in/out and provide ID verification. However, the expectations for

Expected/Unexpected Visitors will not apply as it is accepted some families may choose to visit without having pre-registered.

For sports events involving other schools, it is expected that the Master in charge of the visiting teams will be accountable for his/her pupils. Parents/supporters of visiting players will be required to have their identification checked as per expected visitors.

Visitors to Boarding Houses

- No visitor is permitted to enter a Boarding House unless they are accompanied by a member of staff, with the exception of parents/guardians at the beginning or end of term to deliver/collect pupil belongings, in which case the parent should be accompanied by the pupil at all times.

h) ***Visitors to Staff Residential Properties***

- In view of the number of residential properties within the school boundary it is inevitable that several visitors will consist of family or friends of staff, who may remain either for the day, overnight or for longer periods. The responsibility for such visitors rests with the member of staff visited.
- Guidelines as to the management of resident family or visitors to residential properties connected to Boarding Houses can be found in the ***Adults Living in Boarding House Accommodation Policy*** and ***Staff Living in College Accommodation Policy***. It is essential that these are adhered to by all relevant residential staff when arranging either for adult family members to reside with them for both occasional and longer/regular visits.

7. **Boarding House Security**

a) ***Closed Circuit Television (CCTV) – Surveillance cameras***

- CCTVs are available at all floors, positioned at all entrance and exit doors boarding houses to ensure continuous monitoring of students and staff entering and exiting all floors of boarding houses.

b) ***Card Access system***

- Card access system is operational in all entrance/exit doors of boarding houses on the ground floor to ensure only authorised students and staff are allowed to enter respective boarding house.
- During a fire emergency, the fire panel will de-activate the card access system to ensure easy escape of staff/students from boarding houses.

c) ***Security Guards***

Security Guards are stationed around boarding houses 24 hours a day to ensure:

- Card access system of entrance/exit doors of boarding houses is operational at all time.
- Unauthorized personnel do not trespass near boarding houses
- Contractors/vendors/Sepang Facilities staff are escorted to carry out maintenance work in boarding houses.
- Parking alongside boarding houses is reserved for residential boarding staff and parents picking up/dropping off pupils only.

8. **Surveillance**

a) ***Indoor cameras***

- CCTVs are available at all floors, positioned at all entrance and exit doors of all buildings in the school, to ensure continuous monitoring on students, staff, visitors, etc. entering and exiting all floors of each building.

b) ***External cameras***

- CCTVs are available throughout the perimeter of the school, to ensure the site perimeters are continuously monitored at all time.
- Essential to prevent trespassing and intrusion.

9. **College Buildings Security**

- Card access systems are operational in all entrance/exit doors of all buildings, to ensure only authorised students and staff are allowed to enter respective buildings.
- Indoor cameras are operational as noted in 8a) above.
- During fire emergency, the fire panel will de-activate the card access system to ensure easy escape of staffs/students from buildings.

10. College Perimeter

- In addition to CCTV monitoring, security guards are instructed to continuously monitor the College perimeter to prevent trespassers and intruders from coming into the school grounds.
- Security guards will patrol the perimeter with a guard dog at night.

Security Guard Job Description (by post)

Post	Location	Key Job Description
1	Main Entrance	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the College grounds.
2	2nd Entrance (beyond Main Entrance)	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the College grounds. ● To authorise, monitor and control the entrance and departure of contractors, suppliers, Sepang Facilities staff etc.
3a	In front of Rosebery & Crawfurd Boarding Houses	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the Boarding Houses. ● To escort contractors/vendors/Sepang Facilities staff during maintenance work in the Boarding Houses. ● To ensure no one parks alongside the Boarding Houses other than pick-up or drop-off purposes by parents.
3b	In front of Granville & Propert Boarding Houses	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the Boarding Houses. ● To escort contractors/vendors/Sepang Facilities staff during maintenance work in the Boarding Houses. ● To ensure no one parks alongside the Boarding Houses other than pick-up or drop-off purposes by parents.
4	Between Carr & Holman House	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the Boarding Houses. ● To escort contractors/vendors/Sepang Facilities staff during maintenance work in the Boarding Houses. ● To ensure no one parks alongside the Boarding Houses other than pick-up or drop-off purposes by parents.
5	Staff Apartments	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the College grounds. ● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into staff accommodation. ● To escort contractors/vendors/Sepang Facilities staff during maintenance work in the staff accommodation. ● Monitors entrance and exit of staff and students into Mercato and Grab deliveries.

6	In between main building and Propert/Crawfurd Boarding Houses	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the Main Block.
9	Outside Reception	● To ensure no intrusion/trespassing by unwanted/unauthorised personnel at all times into the Main Block. ● To prevent occurrence of unauthorised parking at Main Car Park opposite reception ● This occurs in the morning during school drop off times and at the end of school during pick- up times

Every hour one of the guards performs a surveillance of the perimeter fence.

Appendix A

Booking in Visitors Policy

Staff Visitors – Social & Business

- In advance of the arrival of an expected visitor or delivery of goods, Reception should be informed of time of arrival and the names. Residents' mobile phone numbers should also be given to personal visitors and those making deliveries to keep residents informed of time of arrival. (Out of office the Guard House should be contacted directly).
- Visitors should be met by staff at Main Reception and not encouraged to wander the campus unescorted at any time.
- In the event of unexpected visitors, the Guard House will inform Reception who will try to contact the member of staff on their work or personal mobile phone number (where known) to inform them of arrival of a visitor or delivery. In the event of Reception being unable to contact the resident the visitor should be asked to remain at the Main Entrance until the resident can be contacted or to make alternative arrangements to visit.

Visitors to School

- In the case of expected visitors, for example someone coming for interview or with an appointment, the guard at Main Entrance will issue a Visitor pass, prepared in advance, where appropriate, and direct them to the appropriate venue where the Epsom College member of staff will meet them.
- In the case of unexpected visitors, the guard at Main Reception will inform Reception of the visitor's arrival. Reception will try to contact the person who the visitor is coming to visit to inform them who is on site and to seek permission to be granted access, or refuse if no advance warning of their visit has been received.

Visitors to a Large Scale Public Event

- It is recognised that for major College events involving large numbers of the visiting public, it is essential for a pre-identified visitor list to be gained and identity checked of all visitors at the entrance gate. Such visitor list should be forwarded to the college a week in advance of the event.
- Upon arrival at Reception all visitors will be given a short summary of Child Protection and Health and Safety requirements to read. A copy of this is in Appendix B.

Parental or Family Visit to a Pupil

- Parents/Guardians or relatives or family friends visiting a pupil are encouraged to contact the Housemaster/Housemistress in advance to seek permission and to advise timing and reason of visit.
- If a parent/guardian does arrive at the Main Entrance without prior notification between the hours of 10.00pm and 7.00am (when pupils may be sleeping), the Guard House should contact the pupil's Housemaster/mistress to notify them of the visitor/s and their wish to access the Boarding House.
- In the Boarding House the visitor should check in with the duty member of staff, remain in the downstairs social area and not enter the sleeping areas (except at the beginning and end of term to deposit or collect luggage) and they should be accompanied by the pupil whom they are visiting.

Staff

- All staff must be prepared to challenge anyone they come across on College premises who is not wearing a Visitor's Pass and either escort them to Reception to obtain a pass or advise Reception to make arrangements for them to be escorted off site.

It is vital that pupils are reminded on a regular basis of the following:

- Maintain perimeter security of every boarding house by ensuring that all outer doors and windows remain closed and access is only possible via the keypad controls at the door.
- Never admit anyone whom they do not know into a boarding house.
- If someone claims to be a parent, relation or friend of a pupil, the duty member of staff should be contacted first and then the pupil being visited.
- If anyone is worried about the actions of a visitor on site or is approached in an inappropriate way, they should contact a member of staff or other pupils immediately.

Appendix B

School Visitors Safeguarding Policy

At Epsom College in Malaysia, we are committed to providing a safe and secure environment for our students, staff, and visitors. This Visitors Safeguarding Policy is designed to ensure the safety and welfare of everyone on our premises. All visitors are expected to adhere to this policy to maintain a conducive learning and working environment.

Visitors Responsibilities:

- Registration: All visitors must register upon arrival at the school's main reception. Please provide your name & purpose of the visit. A visitor's badge will be issued, which must be prominently displayed throughout your visit.
- Supervision: Visitors must be accompanied by a staff member at all times during their visit, especially when in student areas, classrooms and boarding houses. Please do not enter any classrooms, boarding houses or student areas without permission.
- Appropriate Behavior: Visitors are expected to conduct themselves in a respectful and appropriate manner. Any disruptive or disrespectful behavior will not be tolerated.
- No Unsupervised Access: Visitors are not allowed to be left alone with students unless it is an approved part of their visit, such as a parent-teacher conference. In such cases, staff will be informed and present.
- Facilities: Please only use adult designated facilities such as staff toilets and changing rooms.
- Confidentiality: Visitors should respect the privacy and confidentiality of the school's operations, students, and staff. Any confidential information encountered during the visit must not be disclosed or discussed.
- Images and videos: Please ask permission from the Senior Leadership team before taking any photos or videos.
- Reporting Concerns: If you have any concerns regarding the welfare or safety of a student, please report it immediately to a school staff member or designated safeguarding lead.
- Interactions with students: Do not ask for students' personal contact details or social media info.
- Physical contact with students: Avoid physical contact with students, where possible. Where physical contact is required in practical sessions for purposes of instruction or safety, it should be provided openly and with explanation, prioritising the students' ongoing consent, comfort and safety. Should any student object or feel uncomfortable with physical contact, please refrain from doing so immediately.
- Please avoid all situations of being alone with any student.
- Gifts: Please do not offer gifts of any kind to our students without consulting a staff member.

Safeguarding and Child Protection:

Epsom College in Malaysia takes safeguarding and child protection seriously. If you have any concerns about the welfare of a child or any issues related to safeguarding, please report them to

the designated safeguarding lead as soon as possible or email safeguarding@epsomschool.com. We have a duty to act in the best interests of our students and protect them from harm.

Emergency Procedures:
In the event of an emergency, visitors are expected to follow the instructions provided by school staff. Evacuation and fire exits are clearly marked. Please cooperate with staff to ensure a safe and orderly evacuation if necessary. If the fire alarm sounds a member of staff will escort you to the visitor assembly area in front of the Sports Hall.

Conclusion:
We appreciate your cooperation in maintaining a safe and secure environment for our students. By following this Visitors Safeguarding Policy, you are contributing to the well-being and protection of our school community.
If you have any questions or require assistance during your visit, please do not hesitate to ask a school staff member.

Thank you for your understanding and cooperation.
Epsom College in Malaysia

Appendix C

Guidance on Business Visitors

Summary

1. It is a fact of life that in a busy and vibrant community and working environment such as Epsom College in Malaysia that there will be visitors of all kinds to the site. It is necessary that we retain the freedom to allow visitors. However it is important that our obligation to safeguarding children is not undermined in allowing access to those visitors.
2. What this document seeks to do is to give guidance on how individuals should manage the situations that produce 'invited' visitors. It cannot envisage every possible scenario that might arise and staff should consider the particular situations in which they may need to invite business visitors on to site or be involved with situations in which business visitors might be present without prior specific invitation.
3. There is a separate guidance document at Appendix E to the Visitors Policy which covers contractors - both short and long term contractors working on the Epsom College in Malaysia site. If this is more appropriate for the particular situation you are managing please follow that guidance.

Business Visitors

4. A 'Business Visitor' is anyone invited onto the site for an expected appointment of limited duration to conduct Epsom College 'business' of whatever kind and howsoever defined.

Types of visitor - This list is not exhaustive and intended only as an indicator

Occasional	Regular
External Speaker (e.g. University institution)	Contractor (e.g. Sepang Facilities)
Visiting Referee or Umpire	Commercial Grounds Staff
Interviewees	Volunteers
Commercial Representatives (e.g. Recruitment Consultant, Supplier, Trainer)	
Contractor (e.g. Maintenance, Agency Nurses.)	
Auditors	
Inspectors	

NB: For further detail on any of the above *regular visitors* please see the relevant section of the main policy document.

5. It is not required by legislation, or any other statutory guidance document, to require occasional business visitors to undergo background checks or any other 'recruitment' checks. However there are 'accompaniment' expectations that the College requires to be followed.
6. It is the Epsom College in Malaysia host who must take responsibility for their visitors' activities and conduct whilst on site. All business visitors to the site **MUST** be accompanied whilst on site if they are visiting Boarding Houses and Academic Buildings. Epsom College in Malaysia hosts must be appropriately vetted themselves and therefore should always be a member of staff. Under no circumstances should any visitors have unsupervised access to pupils. Where unsupervised access is a possibility during the visit then all appropriate vetting checks should be carried out prior to the visit and the school deem the checks to be satisfactory. It is the responsibility of the Epsom College in Malaysia host to inform the HR Manager in good time if they envisage there being the need to allow a visitor to

have unsupervised access to pupils. Ultimately it is the responsibility of Epsom College in Malaysia to check that those checks have been carried out and to risk assess the situation should there be something adverse on a background check – again prior to that person being permitted to site.

Visitor Process

7. It is the responsibility of the Epsom College in Malaysia host to ensure that the following process is used and that Reception are expecting the visitor(s).

   a) Reception informed in advance of the visit and given name, date and expected arrival time.
   b) Visitor instructed in advance to report to Reception on arrival, after using the Main College Entrance to access the site, where they will sign in, provide identification and obtain a visitor's identity pass.
   c) Reception inform host their visitor has arrived
   d) Visitor is kept at reception point until collected by host
   e) Visitor is fully supervised throughout visit if they are visiting Boarding House/Academic Buildings. If the visit falls over lunch period, or indeed any other meal time, visitor not to be left unattended during this time.
   f) At the end of the visit, visitor must report back to the Main College Entrance to sign out and return Visitor Pass in exchange for their ID.

8. Where it is known by an individual that they experience visitors who turn up unexpectedly they should advise those visitors that it is now College policy that all business visitors make planned appointments and pass through the usual security process. Where visitors turn up at the Main Entrance unexpectedly wishing to see individuals (e.g. commercial representatives), Reception should confirm with the member of staff whether the visitor is expected and if they are prepared to see the visitor. If the visitor is expected but Reception has not been alerted to the visitor's arrival the procedure in paragraph 7 above should be followed. If the member of staff cannot be contacted or is unable/unwilling to see the visitor, the visitor will be asked to make an appointment with the individual in question and return on the date agreed. They will not be permitted to enter the site.

Uninvited visitors

9. All staff have a responsibility to be vigilant and enquire of those they do not recognise on the nature of their business on site. Where staff have any concerns they should advise a member of the Security team immediately so that appropriate action can be taken.

10. All 'invited' business visitors to site should have reported in to Reception prior to journeying further into the site. They will have been issued with a visitors pass and should be wearing it in a prominent position.

11. Where you see someone who you do not know and who does not appear to have a visitors badge displayed it is your duty to politely ask the individual to identify themselves and to state their business. If they appear to have a legitimate reason to be on the site, they should be directed to Reception/Guard House to register and obtain a visitor's pass.

Appendix D

Guidance on Contractors

Summary

1. This guidance is to ensure the effective safeguarding of children where building contractors are used on the premises of Epsom College in Malaysia.

Scope

2. This guidance is intended for use where Epsom College in Malaysia employs contractors to construct new accommodation, undertake routine maintenance or emergency repairs.

Objectives

3. The objective of this guidance is to ensure that effective systems are put in place to safeguard children when building works, routine maintenance and emergency repairs are undertaken in Epsom College in Malaysia premises.

Introduction

4. The UK Department for Education (DfE) has issued guidance in its document: 'Keeping Children Safe in Education (March 2015). The guidance is mainly concerned with those who are employed to work with children. However, it also advises on those who come into contact with children on an ad hoc or irregular basis for short periods of time such as building contractors, maintenance companies, delivery personnel and the like. It cites examples of good practice where contact is on an ad hoc or irregular basis and indicates where DBS checks are not required.

5. This guidance considers what arrangements should be employed by the College where contractors are employed to work at Epsom College in Malaysia's premises.

6. Any reference to a Headmaster in this guidance should be taken to include any person that the Headmaster has designated as the person responsible for safeguarding children at the College.

Responsibilities

7. The Headmaster is responsible for the safeguarding of the children in their care and they shall be responsible for ensuring that adequate measures are in place to safeguard pupils whilst contractors are on the premises.

Safeguarding Measures

8. The aim of the safeguarding measures will be to manage the risk of harm to pupils. The measures adopted shall be proportionate to the risk. Safeguarding measures to be considered will include the following:

    - Segregate - to avoid contact* between contractors and pupils as far as possible
    - Supervise - to supervise any contact* that does take place with a member of staff or a suitably vetted volunteer
    - Code of conduct - to require contractors to observe a code of conduct
    - Regulate Access - to regulate access to the premises
    - Checks – to undertake checks where appropriate.

* 'Contact' in this context shall be taken to mean any opportunity for contractors' staff to converse with pupils or to communicate with them in any other way, e.g. by passing messages, without a member of staff or suitably vetted volunteer being able to monitor the contact and intervene where necessary.

Segregate

9. The risk of harm to pupils can be managed if contact between contractors' staff and pupils can be avoided altogether. Segregation can be achieved by physical means or by time, or by a combination of both.
10. For larger building projects lasting a number of weeks physical separation would normally be achieved by the contractors' staff working within secure areas behind fencing, hoardings, barriers and the like where pupils would be excluded for routine health and safety concerns.
11. Outside such secure areas separation can be maintained by confining the movements of the contractors' staff to specific areas and to specific times so as to avoid contact at break times and at other times pupils will be an active presence around the site (i.e unsupervised). In this context a marked up plan agreed with the contractor to show where and at what times during the day access will be permitted would be useful.
12. For routine maintenance visits or for emergency repairs lasting less than a day physical separation can be achieved by simply confining the movements of contractors to within clearly defined areas and specific times. Should any contact between the contractors' staff and pupils occur then it should be supervised by a member of staff or suitably vetted volunteer.

Supervise

13. Measures should always be instigated to segregate contractors' staff from pupils as much as is possible. However, where such measures to segregate are in place but some contact may occur between contractors' staff and pupils then any such contact should always be supervised by a member of staff or suitably vetted volunteer.
14. As noted above, 'contact' shall be taken to mean any opportunity for contractors' staff to converse with pupils or to communicate with them in any other way, e.g. by passing messages, without a member of staff or suitably vetted volunteer being able to monitor the contact and to intervene where necessary.
15. 'Supervise' will be taken to mean the ability for a member of staff or suitably vetted volunteer to monitor conversation or communication of any kind between contractors' staff and pupils and to intervene where necessary.
16. It is not necessary to monitor the building works themselves, only any contact that might take place between the contractors' staff and pupils.

Code of Conduct

17. A code of conduct should be used to inform contractors what might be considered inappropriate behaviour. It will enable any inappropriate behaviour to be recognised and challenged by all concerned. A suggested code of conduct for contractors would be:

    - avoid contact with children
    - never be in contact with children without supervision
    - stay within the agreed work area and access routes
    - obtain permission if you need to go outside the agreed work area or access routes
    - keep staff informed of where you are and what you are doing
    - do not use profane or inappropriate language
    - dress appropriately – shirts to be worn at all times

- observe the code at all times
- remember your actions no matter how well intentioned could be misinterpreted

Any order for works or building contracts should be let with a clear condition that failure to observe the code will entitle Epsom College in Malaysia to exclude a member of a contractors' staff from the premises.

To ensure the effectiveness of any code it shall be:

- issued to contractors when quotations or tenders are invited
- stated as a condition on any order for works or building contract

Additionally, where appropriate, the code should be:

- highlighted in any pre- start meetings
- posted on the building site
- included as part of any contractors site safety briefings
- issued to contractors staff in the form of a card

Identify

18. To ensure that as far as possible only bona fide personnel are afforded access, a means of identification should be agreed with contractors in advance of any works taking place. The means by which contractors' staff are identified will be determined in each case to suit the location and nature of the work being undertaken. Typical methods may include:

    - ID badges
    - Photo ID
    - Branded workwear
    - Signing in book

Identification should only ever be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

Checks

19. Whether or not contractors' staff should undergo a background check should be determined by a risk assessment. The risk assessment should take account of the likely amount of contact that the contractors' staff might have with pupils, given that measures to segregate and to supervise should already be in place.

20. Accordingly background checks would not be required where there would be no contact between contractors' staff and pupils; for example where a building was being built on a separate site, or where the works were to be undertaken outside school hours or during school holidays.

21. Similarly, background checks would not normally be required for contractors' staff working on site building an extension or undertaking repairs where they are segregated from pupils and that any contact that did take place was supervised.

22. However, where a member of the contractors' staff is likely to have either frequent or prolonged contact with pupils then it may be appropriate to obtain a background check in addition to measures to supervise any contact. For example, a check may be appropriate where a contractors' representative (e.g. foreman, site manager, etc.) needs to liaise with Epsom College in Malaysia staff on a day to day basis.

23. A background check may also be considered appropriate in the case of a contractors' representative where such staff are responsible for ensuring compliance with other safeguarding measures such as segregation, identification, code of conduct etc.

24. Similarly, where contractors' staff regularly visit schools to undertake routine maintenance (boilers, electrical tests and the like) then a check may be deemed appropriate in addition to measures to supervise any contact.
25. Under no circumstances should a member of a contractor's staff be allowed to have any unsupervised contact with pupils, even those who have undergone a background check.

Contractor's Agreement

26. It shall be a requirement that any contractor working at Epsom College in Malaysia should sign to confirm their understanding of the child protection requirements (as part of the Site Rules and Conditions agreement) prior to commencing work on site at Epsom College in Malaysia.

Planning

27. The safeguarding measures should be determined and agreed with the contractor well in advance of the works starting on site. This will enable sufficient time for Epsom College in Malaysia staff to be briefed on the supervision required and on the access arrangements agreed with the contractor.

Summary

28. Wherever any type of building work is undertaken of any duration, safeguarding measures shall always be implemented and include arrangements to segregate pupils from contractors' staff as far as reasonably practicable and for any contact between them to be supervised by a member of staff or suitably vetted volunteer. Other steps such as codes of conduct, identification and checks should be considered as supplementary measures where appropriate.

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTOOD THE ABOVE GUIDELINES FOR CONTRACTORS

……
Signed by:

……..
Name (in block capitals)