



CLAYESMORE

# ADULT ACCESS TO BOARDERS AND ACCOMMODATION

Responsible:	DSLs
Date Reviewed:	April 2024
Review Period:	Annual
Scope:	Whole School
Approval Authority:	Head
Approval Date:	17/04/2024
External Release:	Yes (Parent Only)

## RULES AND PROCEDURES

### Visitor Access

1. All visitors to the school who arrive between 0830-1730 Monday to Friday and 0900-1200 on Saturdays are required to sign in at one of the designated receptions: Main House, Prep or Estates.
2. If parents wish to visit a boarding house for any reason they should email the houseparent in advance to arrange a mutually convenient time.
3. On arrival at the boarding house visitors should ring the doorbell, make themselves known to a member of the house team and sign the Visitors' Book (in the Prep School boarding house they should use the electronic sign-in system available next to the school office). In order to access pupils' dorms, visitors must always be accompanied by a member of staff.
4. Each boarding house has a keypad on the door to limit access to pupils and staff or pupils with their parents; the keypad codes are not to be shared with parents or other visitors.

### DBS Checks

5. All domestic and maintenance staff must either be DBS checked or supervised throughout their visit.
6. The drivers of taxis arranged by the Clayesmore Transport Department to take pupils from school to the airport, train stations, etc are all DBS checked.
7. All School staff are DBS checked, including everyone living in the boarding accommodation of the school who is 16 years or over.
8. School governors who have a responsibility for the school are also DBS checked.