



The Abbey College
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Abbey College

Visitors Policy January 2011

Abbey College is fortunate to occupy a rural location on the edge of a sparsely populated area. This same setting creates challenges because a fundamental feature of the school is that its campus is adjacent to open fields on at least half of its parameter. It is not possible to secure the grounds, as one might an urban school.

Our most important means of securing the safety of pupils is vigilance.

- Staff who observe strangers must either challenge them and/or report their presence to the main office, or, after normal school hours, to Student Services.
- Suspicious behaviour, with or without a visitors' badge, is a source of concern which should also be reported.

All visitors should initially report to the college reception, where

- Their identity will be ascertained
- They will be asked to complete an entry in the Visitors' Book
- They will be given a visitor Badge if they will be on campus unaccompanied

Visitors will often fall into the these categories where the following will apply

Prospective Parents/Pupils

- No visitor badge is required as they will never be unaccompanied
- Such visitors will usually be met by the Principal and/or Admissions in the Meeting Room and then receive a guided tour around the campus – they will be accompanied at all times.

Parents of Current Students

- Should receive a visitors badge and informed that they must remain with their child as long as they are on the college campus.
- Such parents may enter their child's boarding house, but only with a residential member of staff if the father wishes to enter his daughter's house.

Visitors meeting Current Students

- In the first instance, the legitimacy of such visitors should be checked. Have we been advised of the visit by the parents? If not, the parents should be contacted.
- ID should be requested to ascertain the identity of the visitor
- In normal circumstances the visitor should meet with the student in the Meeting Room or similar area, and would not be expected to be given access to the college campus unaccompanied.

College Alumni

- Alumni are expected to request permission in writing from the Principal or Vice Principal before visiting the college.
- Depending on the length of time that has elapsed since they were a student at the college, they will be given a visitors badge and instructions on the restrictions on where they may go on the college campus eg it is unacceptable to enter boarding houses unaccompanied.

Visitors Meeting any member of staff

- A Visitor badge is not required as long as the visitor will be continually accompanied
- If the visitor will have access to the campus on an unaccompanied basis, they will require a badge
- Such visitors should also be informed of the restrictions on where they may go on the college campus eg it is unacceptable to enter boarding houses unaccompanied

If in any doubt on how a visitor should be assessed, please refer to the Principal, Vice Principal, Bursar or Proprietor.