



AMDG

# Guidance for Visitors on site.



## PURPOSE

- These guidelines have been prepared to assist with the security and safeguarding responsibilities with which we are required to comply to protect the Stonyhurst community.
- All visitors have a responsibility for the security and welfare of themselves and others who may be affected by their actions.
- With this in mind, all on site visits should follow these guidelines.

## ACTION

- All guests should sign in at reception and clearly display a visitor's badge.
- All guests are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. They must act and be seen to act in an open and transparent way.
- Guests must remain with their tour or in a designated area at all times. Tour groups must always have a member of staff present; student tour guides may not always have the confidence the stop guests from leaving the group during the tour.
- Tours should take place at a time which least impacts on the majority of students. For example, this could be during a games slot so there is less disruption when the guests are shown around the boarding houses.
- Guests may only visit the communal areas within boarding and not the bedrooms or dorms; boarding areas are the students homes and this is where they change, sleep etc.
- Guests may only use adult toilets. Student toilets may not be used under any circumstance.

## PRE TOUR BRIEFING

Before any tour or visit takes place, at the start of the visit, there should be a briefing to all guests outlining:

- The need to respect Stonyhurst as a *home* for its current students.
- The need to be conscious of the students who live here - they may be in the rooms getting changed, showering etc. , consequently guests cannot access the rooms / dorms.
- That guests, during a tour of boarding, guests may only visit the communal areas, but not bedrooms/dorms.
- That tours must stay together, as a group, and guests must resist the temptation to break off to explore on their own.
- After the tour is over we request that guests keep to the central area of the college i.e. no access to the dorms, playrooms etc.
- Which toilets should be used.
- The emergency evacuation procedures.

If, for any reason, visitors do leave the tour on their own, members of staff should adhere to the *Guidelines For Challenging Unidentified Visitors*.

**Date Reviews:** August 2018  
**Next Review Date:** August 2019  
**Persons Responsible:** Safeguarding Committee