



Rugby School  
THAILAND

## Visitor Policy and Code of Conduct

**Person Responsible:** Head of Pre-Prep

**Date Published:** December 2020

**Review Date:** Annually

*The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.*

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## **KEY PERSONNEL**

Designated safeguarding Lead	Mr Dave Ennis Billing
Safeguarding Advisor	Mrs Nina Hartley
Pre-Prep- Head of Pre-Prep and DDSL	Mrs Sarah Shuttleworth
Prep School- Head of Prep and DDSL	Mr Nigel Westlake and Mr David Dawson
Senior School – Head of Senior and DSL	Mr Alan Ball and Mr Dave Ennis Billing
COO	Mr Clive Dawson

## **AIMS**

The RST community warmly welcomes visitors to our campus.

As a school we have a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This incorporates the duty to “safeguard” all pupils and staff from subjection to any form of harm or abuse. It is the Governing body and the Senior Management’s responsibility to ensure that there is no complacency where child protection and safeguarding procedures are concerned. The School therefore requires that ALL VISITORS (without exception) comply with the following policy and procedures.

To ensure that the pupils at RST can live and work in a safe and secure environment where they are protected, supported and guided both inside and outside of the classroom. To ensure that visitors to the school are aware of our policy and expectations with regards to the safeguarding of the pupils. To ensure that visitors comply with our guidelines.

## **OBJECTIVES**

To have in place clear protocol and procedures to ensure that our school is the safe and secure environment for all our pupils and staff.

To ensure visitors, staff, parents, pupils are aware of and conform to child protection and safeguarding guidelines.

The policy applies to:

- All external visitors entering the school site during the school day or for after school activities (including visiting music teachers, sports coaches, activity providers and topic related visitors e.g. authors, journalists)
- All Governors of the school
- All parents
- All pupils
- Other Education related personnel (Child Psychologists, Inspectors, Book Fair staff)
- Building & Maintenance and all other Independent contractors visiting the school premises

## **PROCEDURE for VISITORS**

All visitors must state the purpose of their visit. They should be ready to produce formal identification upon request.

Formal identification can include: driving license, ID card, passport, (copies not accepted), ID documents issued by the Government.

1. Cars arriving at the main security gate are stopped by a barrier unless plate registered
2. Number plate recognition is run and if this is an unauthorised car (visitor) to school, ID is collected from the driver.
3. Security issue an ID Visitor badge (red) to the driver of the vehicle
4. The visitor is directed to the Admin office, Pre-Prep office or staff accommodation as appropriate
5. Security will phone Admin or Pre-Prep office to announce visitors
6. Upon arriving at either office the visitor(s) should:
  - Sign the visitor code of conduct (see below)
  - Sign in the visitor book/sheet stating their ID badge number, name, purpose of visit and time. At ADMIN office these apply to only visitors who don't have RST badge with them such as parent and followers Surely all visitors to school sign in? I have all people with visitor badges sign in and out at pre-Prep?
  - At the end of their visit they should sign out and return their badge.
7. All Visitors must wear their badges in a visible place. No one will be given entry to the School without an identification.

If RST staff have a visitor to stay at their accommodation they must inform the Head of Security and complete a visitors' Code of Conduct, available from the Guards' House, HR department. and in Appendix B.

If Boarding House staff have visitors to stay, visitors should complete the Living in Accommodation on the School Premises form, available in Appendix E.

**Contractor visitors /delivery personnel** sign in at guard house. Contractors- after signing in and handing over ID they receive a contractor badge. Following this they receive safety induction and training prior to entering the School.

Visitors include Admissions Tours, assessment groups, other Heads of school, family members. Delivery personnel will be dropping items and leaving and therefore, unless entering either building will not need to sign the Visitor Log.

## **Appendix A - Visitor Guidance**

RUGBY SCHOOL THAILAND – VISITOR INFORMATION

โรงเรียนนานาชาติรักบี้ – ข้อมูลผู้มาติดต่อ



Always wear your ID badge.

กรุณาติดบัตรผู้มาติดต่อตลอด



Use the designated adult

only toilets.

กรุณาใช้ห้องน้ำสำหรับผู้ใหญ่เท่านั้น



Do not take any photographs

or videos of children.



Ensure you are not

alone with a child.

ห้ามถ่ายภาพหรือวิดีโอของเด็กๆ

กรุณา



บเ

If you see or hear anything that concerns you,  
contact a member of staff

Thank you for following our Visitor Code of Conduct

ขอขอบคุณสำหรับการปฏิบัติตามข้อกำหนดของผู้มาติดต่อ

## Appendix B - Visitor Code of Conduct

### RST VISITOR CODE OF CONDUCT

*RST values and welcomes the rich learning experiences the wider community provides for all of us. The following code outlines the general minimum conduct expectations for ALL visitors to RST. This code is intended to promote a positive environment which supports our child safeguarding policies and practices.*

1. Visitors are expected to wear their ID badge so that it is clearly displayed at all times.
2. Visitors must not be alone with any pupils.
3. Visitors must avoid physical contact with pupils.
4. Visitors are expected to act and speak in a kind and respectful manner, particularly around young people.
5. Visitors are expected to use designated adult facilities, not pupil facilities (e.g., toilets, changing rooms).
6. Visitors are expected to treat others in a professional manner and with respect, upholding high standards of personal behavior.
7. Visitors must report concerns about a young person's welfare, or if a young person discloses that they are suffering abuse or reveals information that gives grounds for concern. Visitors must pass on the information immediately to a member of staff.
8. Visitors should not accept money or gifts from pupils, or offer money or gifts to pupils.
9. Visitors are expected to seek permission from a member of staff before taking images / videos of pupils.
10. Visitors 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.

By signing below, you acknowledge your agreement to the RST Visitor Code of Conduct as outlined above. If there is any violation of this Code of Conduct, you may be asked to leave the campus.

If you have any questions or concerns related to child safeguarding, please contact [safeguarding@rugbyschoolthailand.ac.th](mailto:safeguarding@rugbyschoolthailand.ac.th) or see a member of staff at Reception.

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Full Name	Signature	Date
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## **SAFEGUARDING:**

All children have the right to grow up safe from harm. No child should suffer harm, either at home or at school. Rugby School Thailand is determined that everyone who visits or works here is aware of their responsibility to make sure that all our young people are safe.

Depending on the role you are carrying out, you may get to know some of the children whilst visiting or temporarily working at the School. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children, you should remember the following:

- If you are a boarding parent visiting your child at the School please introduce yourself to a member of the House team when entering your child's House.
- You must never be alone with a child who is not your own.
- If you find that a child seeks to talk to you on a regular basis, please inform DSL.
- Never touch a child – unless there is immediate danger.
- Never exchange phone numbers or agree to contact a child whom you have met through your visit to the School.

Knowing if a Child is being harmed

If you are visiting or working in the School for business reasons, you are very unlikely to be engaged in any conversations with children. If, however, the purpose of your visit is to work with children, you may find that conversations with them result in concerns about their safety.

Young people will sometimes tell an adult if they are being harmed. They could tell you that they are being bullied at school, or even that an adult was treating them badly. It is also possible that you might notice something that made you think a child might be being harmed. Should this happen, listen but do not give advice.

If you think that a child might be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty of care to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.

**Please remember: if you are worried about the safety of any young person in the school, you must report this concern to Dave Ennis Billing DSL Whole school/Senior) , David Dawson- Deputy DSL (Prep) , or Sarah Shuttleworth (Deputy DSL (Pre-Prep)). Please do not remain silent – report any concern to any member of staff.**





Appendix D - RST Visitor Form



Rugby School  
THAILAND

Visitor Form

<b>Name of Visitor</b> (ชื่อ-สกุล ผู้เข้าพักในโรงเรียน)		
<b>Staying with staff name</b> (ชื่อ-สกุล พนักงาน/บุคคลอ้างอิง)		<b>Staff phone Number:</b> (เบอร์โทรศัพท์บุคคลอ้างอิง)
<b>Date of arrival</b> (วันที่เข้าพักในโรงเรียน)		
<b>Date of departure</b> (วันที่ออกจากโรงเรียน)		
<b>Proof of ID shown</b> (photo copy given) (หลักฐานยืนยันตัวตน)	X Passport <input type="checkbox"/> ID card <input type="checkbox"/> Other ..... (หนังสือเดินทาง)      (บัตรประจำตัวประชาชน)      (อื่นๆ)	

Please return a visitor card within 7 days after departure. Failure to do so will incur a charge of THB 1,000

Signed Staff Member \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed Visitor \_\_\_\_\_

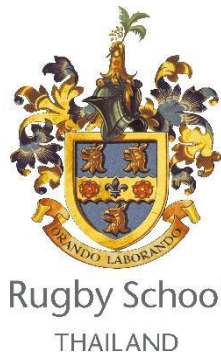
Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed Security \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix E - Living in Accommodation on the School Premises (for visitors staying in Boarding Houses)



### Living in accommodation on school premises

#### Agreement

Statutory regulations relating to the safeguarding of young people and national minimum standards for boarding schools place certain responsibilities on all people aged over 16 who live on the premises of a boarding school but who are not employed by the school.

For all persons over 16 (not on the roll of the school) who live on the same premises as boarders but are not employed by the school, all relevant police checks, at an enhanced level.

It is a requirement that there is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

Such residents should be aware of the following:

- Although contact with boarding pupils may not be avoidable on all occasions, where contact does arise it should always be maintained on a polite, yet formal, basis. Socialising with boarding pupils is not recommended.
- Any visitors you may invite onto school premises should be supervised to prevent entry into the boarding parts of the school. You are responsible for them whilst they are on school premises.

Visitor Policy and Code of Conduct

Staying overnight occasionally does not amount to beginning to 'live on the premises' and such people should be treated as 'visitors'. A grandparent staying in the accommodation as an infrequent and irregular baby sitter, for example, might be treated as any other visitor, but for a person staying overnight every weekend during term-time, the expectation is that they would fall within this definition of living in accommodation on school premises and, consequently will be required to complete enhanced police checks.

- The accommodation in which you live is provided on certain conditions. Even if you are not the licence holder, any behaviour that is deemed by the school management to be potentially threatening to the safety of its boarding pupils may result in the licence for the accommodation being withdrawn.
- You should immediately notify the relevant Head or Deputy Head (Designated Safeguarding Lead), if at any time you are charged with, or convicted of, any criminal offence.
- You are given notice that accommodation may cease to be provided if there is evidence that you are unsuitable to have regular contact with pupils.

*I have read this agreement and accept the terms specified for living in school accommodation.*

Name: .....

Signature: .....

Date: .....