

Access to School Site Policy

Rationale

The school is situated in 48 acres of parkland with academic and boarding facilities spread over a significant distance. Security of the site depends on some general procedures combined with vigilance on the part of all members of the community.

Objectives

- To ensure the safety of all users of the school site
- To manage the risks associated with visitors entering the site

Success Criteria

- That pupils and staff are kept safe on the site
- That we are aware of the whereabouts of visitors and can ensure their safety

Methodology

1. Implementation

All adults on site must wear an identification badge:

- School employees wear a photo id card with a black lanyard
- Those closely associated with the school whose details are on the Single Central Register (SCR), such as Governors and self-employed sports coaches, wear a photo id card with a green lanyard. They can be unescorted in school.
- Trusted contractors and regular visitors, who have completed safeguarding checks and whose details are on the SCR, wear a photo id card with a green lanyard. They can be unescorted in school.
- Other contractors and visitors will be issued with a visitor's badge with a red lanyard. They must be escorted or supervised when on school property.

In term time during the school day all visitors are required to report to Reception, the Estates office or the Catering Department as appropriate. They will be signed in and given a visitor's badge which they are expected to wear at all times, return when they sign out. They must be escorted by a member of staff at all times. All visitors will be alerted to the fire evacuation and safeguarding procedures, including the designated DSL.

Girls are not allowed to receive visitors without prior arrangement with their housestaff. Visitors will be met by a housestaff member and will be kept under sufficient staff supervision to prevent their substantial unsupervised access to boarders or their accommodation.

The opening and closing times of the electric entrance gates are published at the start of the term and updated when a change is necessary.

All doors to boarding accommodation are locked and can only be opened with a code which is changed at least annually, or more frequently if compromised.

Staff and pupils are reminded regularly, normally every term, of the need to make sure that all doors are kept locked and that the code is not revealed to anyone who does not need to have it including members of the school and visitors. They are reminded not to let visitors in but to direct them to the appropriate entry point.

The site is secured by maintenance staff in the evening. House staff are responsible for securing their boarding area and other key areas in the evenings and at weekends.

Staff and pupils are required to report anything or anyone suspicious to a member of staff at once. Girls must never approach suspicious or unknown people on the site.

There is 24 hour cover from a senior member of staff during term time.

2. Monitoring

The Bursar will monitor that codes are changed and that the policy is being followed.

Evaluation

The Bursar will review the effectiveness of the policy and consider any concerns with Risk Management Team.

Review

This policy will be reviewed by the Deputy Head (Pastoral) in consultation with the Bursar every three years.

Signed: Headmistress

Signed: Chair of Governors

Date:

Review: Summer 2023