

## ACCESS TO PREPARATORY SCHOOL PREMISES POLICY Including Early Years Foundation Stage

It is the policy of the school to ensure that students, staff, parents/guardians and visitors are safe and welcome on school premises and to respond to unauthorized visitors in accordance with clear guidelines. These procedures apply between 8am and 6pm.

### Authorised Visitors

An authorised visitor is defined as:

- a) a person enrolled as a pupil at the school;
- b) a parent or guardian of such a pupil;
- c) a person employed by the school;
- d) a person who is otherwise on the premises for a lawful purpose (e.g. delivering mail, collecting refuse)
- e) a person who is invited to attend an event, a class or a meeting on school premises providing that person is on the premises for that particular purpose and has signed in at Reception in accordance with the procedures outlined below.

### Procedures & Guidance

- The Bursar's Office will ensure that entrances to the school are clearly posted with signs requesting that visitors report to the Reception.
- On arrival, Early Years pupils should be taken to the Kindergarten classroom or Kindergarten playground. Before 8.30am Year 1 & 2 pupils should be taken to the Infant Library. From 8.30am they should be taken to the infant playground where they will be collected by teachers at 8.45am. Parents wishing to have a word with the teacher may do so at this point. In the event of wet weather, infant pupils should be taken directly to their classroom. Junior pupils arriving before 8.20am should be taken to the Conference room. From 8.20am junior pupils should be taken to the junior playground. In the event of wet weather, junior pupils should be taken to the Conference room. Should a pupil arrive after registration, they should be taken to Reception from where they will be taken to their classroom.
- A visitors' book for signing-in purposes will be maintained at Reception. Visitor passes/badges may be used to monitor who is on the premises at any time.
- All visitors who are going beyond Reception will be given a Visitor Information Booklet that gives information about fire, health and safety and Safeguarding.
- Where practical, access to school buildings may be controlled through locking of doors. When doors are locked, consideration must be given to emergency access by police and fire officials. Where appropriate, signs should be posted on locked doors indicating how to gain access.
- Regulations regarding school access will be reviewed annually.
- Authority to be on school premises does not entitle a person to have access to all areas of the school premises.

- A person is not allowed to remain on school premises if that person has failed to report his or her presence on the premises in the specified manner.
- A person is not allowed to remain on school premises if in the judgment of the Headmaster, Deputy Head, Bursar or other senior person his or her presence is considered detrimental to the safety or well-being of a person / persons on the premises or to the security of school property.
- Staff must inform the School Office of the presence of an unauthorised visitor as soon as possible and the Office will alert a senior member of staff immediately. In circumstances where the perceived danger warrants it, the Police should be called directly.
- When unauthorised visitors are discovered on the school premises, staff should approach them in the following manner:
  - Identify yourself;
  - Be courteous, calm and positive but firm
  - Ask questions such as “May I help you?” or “Have you registered at Reception?”
- Staff must not use force when dealing with unauthorised visitors. Where force is deemed necessary, the Police should be called. The police/LADO will be called in any case where we feel there is a safeguarding issue.
- If students under suspension or expulsion are found on school property or attempt to take part in school-related activities, they may be dealt with under the laws of trespass. A record of the specifics of any such incident will be kept in the school for a three-year period.
- All incidents involving intruders will be logged in the School Office.

### **Holiday Club**

Doors to the building remain locked at all times. Staff have an access code to enter via the front door of the building. Parents have to ring the doorbell and be admitted by a member of the Holiday Club staff when dropping off and collecting children.

C D M Gatherer

**Headmaster**

March 2018

Review Date: September 2018