



ACCESS TO SCHOOL PREMISES POLICY

May Reid

.....
Signed – Governor

.....
Print Name

Date: March 2015

Review: October 2017

Contents

Introduction

Authorised Visitors

Procedures and Guidance

Persons Living on Site/Premises but not Employed By the School

Signed Written Agreement

Introduction

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 unauthorised visitors in accordance with clear guidelines.

Authorised Visitors

An authorised visitor is defined as;

- a person enrolled as a student at the school
- a parent, guardian or carer of such a student
- a person employed by the school
- a person who is otherwise on the premises for a lawful purpose (e.g. contractor, delivering mail, collecting refuse)
- 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 and Guidance

- All person/s employed by the school will wear a security identity badge at all times.
- Entrances to the school are clearly posted with signs for visitors to report to reception and are required to show their identity badges if they have them.
- A visitors' book for signing in purposes will be maintained at Reception. Visitor badges will be used to monitor who is on the premises at any time.
- Visitors will be given a copy of the School Safeguarding Guidelines for Visitors and Contractors for them to read and sign before entry into the school.
- Authorised visitors to the school will not be permitted to have one to one contact with students. Visitors without a current DBS check will not be left alone with students but will be accompanied by a member of staff at all times.
- Access to the school building is controlled through the locking of doors and a magnetic door closure system which is accessible with a key fob. All magnetic doors release in the event of the fire alarm being activated. All employed staff are issued with an access key fob. The distribution of keys and key fobs are controlled via the Reception. There is an inventory of all keys and fobs issued. All spare keys are kept securely by the Site Manager.
- Regulations regarding school access will be communicated to the school community and 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 site if that person has failed to report his or her presence in the specified manner.
- A person is not allowed to remain on school premises if in the judgement of the Headteacher, Deputy Head, School Manager or any 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 with reception?”

Students will be made aware, by senior staff, that all staff and visitors to the school should wear a visible identity badge at all times. Students will be communicated to annually regarding school access arrangements. Students will be encouraged to make staff aware of person/s on site who are not wearing an identity badge in line with the School’s safeguarding arrangements.

- Staff must not use force when dealing with unauthorised visitors. When force is deemed necessary, the Police should be called.
- 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 school for a period of 3 years.
- All incidents involving intruders will be logged in the School Office.

Persons Living on Site but Not Employed By the School

Persons who are currently living on the school site but are not employed by the school will be subject to an enhanced CRB check in accordance with the School’s safeguarding procedures. The details of such person/s will be held on the School’s Single Central Record. All person/s will be given a copy of the Safeguarding Policy and Guidelines for Visitors and Contractors agreement to sign. The agreement and a copy of the Safeguarding Policy will be held on file in the School Office.

Falconer School

Persons Living on School Premises/Site and not Employed by the School

1. Agreement

These terms and conditions together set out the terms and conditions upon which the person living on school site regarding guidance on contact with students of the school.

2. Contact with Children

Children are all learners under the age of sixteen including looked after children. Vulnerable children are those learners who are or may be in need of community care services by reason of mental health support needs, disability, age or illness, and who are not or may be unable to take care of themselves or unable to protect themselves against exploitation.

- 2.1 There will be no unsupervised contact with children.
- 2.2 One to one situations with learners are not permitted and are to be avoided at all times.
- 2.3 You will not engage with learners in a personal conversation or attempt to strike up personal interest for any means, including shared interests.
- 2.3 Learners are not permitted to enter within the boundaries of your accommodation any time.
- 2.4 By signing the agreement you will agree to ensure that visitors to your premises adhere to the agreement and not engage with learners. It is your responsibility to supervise visitors to your premises.
- 2.5 All persons living at the accommodation will be subject to an enhanced DBS check every three years.
- 2.6 You are required to notify Michelle Domb our senior member of staff and Designated Child Protection and Safety Officer, if you are charged with, or convicted of, any offence on 0208 950 2505
- 2.7 In the event of inappropriate unsupervised contact with students we will contact the police in order to take further action.

I have read, understood and agree to the above terms and conditions (Please tick to confirm)

Print Name **Sign**

Date

Address

.....

.....

.....