

Barnardiston Hall Preparatory School

ACCESS TO SCHOOL PREMISES POLICY **(Supervision of Ancillary, Contract and Unchecked Individuals)**

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 pupil at the School;
- a parent, relative or guardian of such a pupil;
- a person employed by the School;
- a person who is otherwise on the premises for a lawful purpose (e.g. 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 the School Office in accordance with the procedures outlined below.

Bursar

It is the responsibility of the Bursar to check daily that:

Entrances to the School are clearly posted with signs requesting that visitors report to the School Office.

All locks and catches are in working order and that the emergency lighting is working. All windows on the first floor and above are fitted with opening restrictors. Their effectiveness is assessed weekly.

Unsupervised access by pupils is prevented to potentially dangerous areas, such as the Science Laboratory, Pond Area and Design and Technology areas. Working with the Heads of Departments, she will ensure that these areas, where possible, are locked at all times when staff are not present.

Headmaster/Deputy Headmaster

It is the responsibility of the Headmaster to perform the above functions in the absence of the Bursar.

In addition, the Headmaster is responsible for the security of the premises during the School Day.

It is the responsibility of the Headmaster or a nominated member of staff to lock the boarding premises each night.

Procedures and Guidance

- A Visitors' Book for signing-in purposes will be maintained in the School Office.
- Visitor lanyards will be used to monitor who is on the premises at any time.
- Where practical, access to School buildings may be controlled through the locking of doors. When doors are locked, consideration must be given to emergency access by police and fire officials.
- Keypad locks have been put on entrances giving access to Early Years' children; this is for the purpose of stopping intruders entering and stopping children from leaving the buildings without the help of a member of staff. The back entrance of the Pre-Prep Department is for emergency access only. However, to make sure pupils only use the correct route, alarms have been put on all doors leading from this fire staircase. These will alert any member of staff if one of the Early Years' children tries to exit through these entrances and similarly if an intruder enters.
- 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 or other SMT Member, 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 the School Office?"
- Staff must not use force when dealing with unauthorised visitors.
- Where 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 the School for a three-year period.
- All incidents involving intruders will be logged in the School Office.

A Gregory

Reviewed 1 May 2019