

Sandown Primary School and Nursery

Access and Egress Policy



Policy Contact Person	Headteacher
Review Frequency	Annually
Signed by Approver	
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Signed original stored in Business Manager's Office	

Sandown Primary School and Nursery

Access and Egress Policy

Section 175 of The Education Act 2002 places a duty on local education authorities, as well as schools and college governing bodies, to make arrangements to safeguard and to promote the welfare of children. Proprietors of independent schools (including academies and city technology colleges) also have a duty to safeguard and promote the welfare of children under Section 157 of Education Act 2002 and The Education (Independent School Standards) Regulations 2003.

1. The Policy Statement

Sandown Primary School is committed to providing a safe and secure working, teaching and learning environment for all staff, pupils, governors, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the school, which emphasises the importance and relevance of Risk Management and security strategies.

The school recognises that many of its pupils, visitors and staff, whether disabled or otherwise, have individual needs when accessing the school site and facilities. As part of the ongoing commitment to the delivery of an inclusive educational service, we will endeavour to ensure, as far as possible, that disabled pupils, staff and visitors have easy access to the school reception area and other parts of the school, and that reasonable adjustments are in place.

The school understands that whilst there is a need to promote an open and welcoming environment, there is also a responsibility to provide a secure and safe site in order to protect the school's staff, pupils, visitors, contractors, and its physical assets.

This policy is to be used alongside the schools current Health and Safety Policy, which nominates H&S roles and responsibilities to staff through job role, position and/or title. It is reviewed on an annual basis (along with the Health and Safety Policy), or sooner if significant changes or alterations occur.

All current staff will be given copies of the policy, and a copy will be provided to new staff as part of the induction process.

2. Responsibilities

Security within the school boundary is the responsibility of all staff on site. The site will only be as secure as the people who use it.

Regular checks to ensure that the policy and procedures are up to date will be undertaken throughout the year. This will be a standing item at senior management meetings. Any changes or issues that need to be highlighted to staff will be communicated at morning briefings, weekly staff meetings, via email, and notices in the staff room.

3. Arrangements

A member of the Senior Management Team will liaise with the caretaker on a regular basis to ensure that any security perimeter or maintenance issues are prioritised and addressed. Measures are in place at Sandown, including that gates and pedestrian entrances and doors are control locked both during and out of school hours.

Exterior lighting is present by all access and egress areas including the car park and other vulnerable areas. Floors and traffic routes must be kept free of obstructions that may present a hazard or impede access. *See our Health and Safety Policy.*

Any arrangements for lettings or extended school activities will be organised on a separate basis, and authorised by senior management - control measures are put in place for these in the form of a risk assessment.

All appropriate signage is displayed throughout the site, directing visitors, staff and pupils to the designated entrances that are to be used to access the building. Appropriate entrance doors and gates have access control measures in place during the school day. These measures are checked at regular times to ensure they are in working order and have not been compromised. All staff will ensure that doors and windows to their areas are secured at the end of the working day, with the caretaker undertaking a final check.

Information and instruction will be given to both staff and pupils regarding the importance of personal safety whilst on site.

4. Keys and door fobs

Master door keys (and intruder alarm fobs) are restricted to a number of relevant staff. Electronic fobs for access to school doors and gates are issued to staff and governors under the agreement of the school leadership team. Fobs with limited access (and access times) to entrance gates are issued to volunteers (e.g., Friends of Sandown). Fobs are issued (and signed for) and monitored on site by using the Net2 system, which records all activations. A separate excel spreadsheet inventory is also maintained by the school office. All spare fobs are securely locked away.

5. Arrangements for Visitors

Visitors and volunteers have restricted access to the school, reporting to the main reception, using the "Inventory" signing-in system at all times.

i) General

Lanyards and photo ID are issued to visitors and they are informed that they should display them at all times. Lanyard types are as follows:

Blue lanyard- Staff

White lanyard- Governors

Green lanyard- visitors that have been DBS checked

Red lanyard- visitors that have not been DBS checked

School staff need to wear identity badges at all times.

Agency Staff need to wear identity badges at all times.

Staff are aware of the school's procedures and should actively question any persons on site if they are not wearing a lanyard, and are unknown.

ii) Volunteers

Where volunteers are entering the school, they are expected to sign in using the Inventory system at reception and carry ID. Volunteers will have proper checks in place and only exceptionally have unsupervised access to children.

iii) Contractors

All contractors are made aware of the school's policy for 'contractors working on site.' A nominated person (normally the caretaker) is responsible for contractors on site, ensuring they are aware of any security related issues that may be affected by their work. Assessments are made of all areas if works might breach access control measures in place.

Trespass

The school and grounds are private property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser and will be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or re-enters after being asked to leave, the staff member should report this to the Headteacher and/or notify the police immediately. However, staff should avoid any risks in any confrontation with a trespasser.

6. Vehicle Parking

The car park is used for pupil drop off and collection, and car parking in perimeter bays will be limited to staff (and invited visitors) only. In the morning no staff vehicles should enter the site after 08:15, and there will be strictly no vehicle movement between 08:20-08:45. At pupil collection time (15:05-15:30) there will be no vehicle movement between 14:55-15:30. Central parking bays may be used between 08:45-14:55.

The car park is to be used for staff and invited visitors only, though see bullet point below concerning blue badge holders. The following applies:

- The speed limit in the car park is 5 mph.
- All vehicles must drive left into the car park following the arrowed markings.

- Staff parked behind another staff member's car must move their car to an empty parking bay immediately pupils have left the site at 15:30. They should also leave a card with their name visible on the dashboard. However, please do not leave it to the other staff member to ask you to move your car.
- If the vehicle gates are closed visitors should contact the office via the intercom to seek permission to park. Visitors should not enter the site without permission, e.g., they should not follow a previous car when gates are in the open position.
- Visitors are to park in empty spaces and not across any white lines or in places that can obstruct other vehicles or deliveries.
- **If a blue badge holder visits the site by appointment, they will be directed to an appropriate parking space.**
- The vehicle gates will open automatically on exit.

7. Inclement weather

In the event of icy/snowy weather, the caretaker, who will be first on site, will determine if it is safe for the school to open (or if school opening will need to be delayed while access routes are made sufficiently safe). Regular liaison with the Headteacher will take place to enable communication with the wider school community.

Designated access routes will be suitably salted/gritted in icy/snowy conditions if it is deemed that paths will be safe for all users. Dangerous, non-gritted areas will be fenced off where necessary and put out of bounds.

More regular floor mopping will take place in wet weather particularly around doorways. There is barrier matting or non-slip mats in the majority of door entrances.