

Sandown Primary School and Nursery Access and Egress Policy



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| Policy Contact Person | Mr Charlie Lindsay |
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| Signed by Link Governor/Chair | |
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SANDOWN PRIMARY SCHOOL

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 with a view to safeguarding and promoting 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

We are 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 recognises 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 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 address all security and personal safety-related issues. This will ensure protection of the school's staff, pupils, visitors and contractors, as well as its physical assets.

This policy is to be used alongside the schools current Health and Safety Policy. As outlined in the school's Health and Safety policy, roles and responsibilities will be nominated to the person through job role, position and/or title. It will be reviewed on an annual basis along with the Health and Safety Policy, or sooner if change or alterations occur.

All staff will be given copies of the policy and then as staff join the organisation as part of the induction process.

2. Responsibilities

The security within the school is the responsibility of everyone 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 notified at morning briefings, through weekly staff meetings, emails and notices in the staff room, when they occur.

3. Arrangements

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

Exterior lighting should be 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 which may present a hazard or impede access. *See our Health and Safety Policy.*

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

All the 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. Entrance doors and gates, wherever possible, 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 codes) are restricted to a number of key 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. those tending the ponies and chickens). Fob security is issued and monitored on site by using the Net2 system, which records all events. A separate excel inventory is also maintained. All spare fobs are securely locked away.

5. Arrangements for Visitors

All visitors and volunteers have restricted access to the school, reporting to the main reception, using the "Inventry" 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.

Blue lanyard- Staff

White lanyard- Governors

Green lanyard- visitors that have been DBS checked

Red lanyard- visitors that have not been DBS checked

Staff are also advised that they 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 actively question all 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 (the caretaker) is normally responsible for contractors on site, ensuring they are aware of any security related issues that may be effected by their work. Assessments are made of all areas if works might breach access control measures in place.

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 enters after being asked to leave, the staff member should report this to the Head Teacher and/or notify the police immediately. Staff should avoid any risks as far as possible to their confrontation with the offender.

6. Vehicle Parking

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.
- 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.
- A single designated parking bay is available for disabled visitors only in possession of a valid blue badge (other available car parking bays may be used when that space is filled). Such visitors using the car park must initially report to the main office to show and register their blue badge, which will be kept on record for future reference.
- Owing to the movement of pupils, the movement of vehicles within the school site may be prohibited during certain times, as instructed by the school.
- The vehicle gates will open automatically on exit.