Access and Egress Policy

Viridis Schools

September 2020

To be reviewed 2023 or as required

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. 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. The policy 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, other parts of the school and reasonable adjustments are in place where necessary to improve access.

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 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 **s**taff will be given copies of the policy and then, as staff join the organisation, as part of the induction process.

2. Responsibilities/ Organisation

The security within the working environment 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 procedures reflect the policy will be undertaken throughout the year. This will be a regular agenda item in premises meetings and senior leadership meetings at the end of each term. 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 Leadership Team will liaise with the Premises Manager on a weekly basis to ensure that any perimeter or maintenance issues are addressed. Current controls are in place to ensure gates and pedestrian entrances are locked, whenever possible, both during and out of school hours.

Exterior lighting should be present by all access and egress areas with regular checks to risk or vulnerable areas. Floors and traffic routes must be kept free of obstructions which may present a hazard or impede access, (see Health and Safety Policy).

Any arrangements for lettings or extended school activities will be arranged on a separate basis and authorised by the Headteacher.

All the appropriate signage should be displayed throughout the site directing visitors, staff and pupils to the designated entrances that are to be used to access the building. All of these doors should, wherever possible, have access control measures in place for use during the school day. Staff should check these measures 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.

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

Key holders

Keys for the school will be given out under the agreement of the school leadership team, limiting master keys to a restricted number where possible. Key security will be monitored on site by using a key inventory. All staff, who have been allocated keys, will appear on the list, which should be updated if staff leave, or further keys are issued. All spare keys should be securely locked away and covered by the intruder alarm system out of school hours. All access to spare keys should be logged.

4. Arrangements for Visitors

All visitors and volunteers will have restricted access to the school, reporting to the main reception, using the signing in system at all times. Visitors might include representatives from Hackney Education, Children Social Care Services, Health and Police as well as parents. Visitors will be accompanied by a member of staff at all times.

General

Badges will be issued to visitors and they must be informed that they should display them at all times. Staff should also be advised that they need to wear identity badges at all times. Agency staff also need to be informed that they need to wear identity badges. Staff should be aware of the school's procedures and actively question all persons on site if they are not wearing a badge and are unknown.

Volunteers

Where volunteers are entering the school they should be expected to sign in at reception and carry ID. Volunteers should have proper checks in place and only exceptionally have unsupervised access to children.

Contractors

All contractors should be made aware of the school's policy for 'contractors working on site.' A nominated person (usually the Site Manager) will be in charge of the contractors, ensuring they are aware of any security related issues, which may be effected by their work.

Assessment should be made of all areas if such work will breach the current 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 should 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. Staff should avoid any risks as far as possible to their confrontation with the offender.

5. Arrangements for pupils

All pupils entering the school later than the dedicated time of arrival must report to the main reception, registering in through the school system and process.

Any child leaving the site before the dedicated time should only be allowed to do so with prior arrangement through an appropriate member of staff. No pupil should be allowed to leave the school unless accompanied by an adult with parental responsibility or confirmed permission. Where age appropriate, children may be allowed to leave the school alone provided contact has been made with an adult with parental responsibility via written or verbal permission/agreement.

If in doubt this MUST be checked with the Designated Safeguarding Adviser (DSL) or other senior member of staff. Any child who is removed from the school site during normal school hours **MUST** be signed out.

Should a child leave the school premises without permission then staff should not chase after a child, in case this should put the child at more risk. A report of the event must be made to the office. Parents and police will be immediately informed of the circumstances.

The leadership team will make the appropriate arrangements for the supervision of the pupils during break and lunch times. Arrangements will be displayed in the staff room. Any difficulties or issues must be notified to the senior leader on duty who will keep the senior leadership team informed incase process review is necessary.

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

Links to Related Policies
Visiting Speakers Policy
Safeguarding Policy
Parent Partnership Policy
Behaviour & Bullying Policy
Health & Safety Policy
Accessibility Policy