

Foxes Piece School



Site Access Policy

**Approved at the Teaching, Learning and Pastoral
Committee
September 2021**

Review Date: September 2023

Introduction

This document is intended to give information and friendly advice to all those who enter and use Foxes Piece School. The protocol is also intended to ensure that everyone knows the procedures and pupil's and staff safety is guaranteed.

General Overview

All visitors must report to our school office on arrival, give their names, company and purpose of visit. They must also sign the visitors book. All visitors will be expected to have proof of identity. On signing the visitors book they will be issued with a visitors badge which must be worn at all times.

Any visitor who is not known will be challenged by school staff. Any member of staff not challenging an unidentified visitor may be deemed to be neglecting their duty to ensure the safety of pupils and security of the school.

Occasional visitors should never be given door lock codes and should be challenged if trying to wedge doors open for their convenience eg workmen wishing to bring in equipment. This can only be done under the supervision of a member of staff who must ensure that the wedge is subsequently removed.

Workmen coming onto site should be asked about their requirements for door access. If constant access is required they will be required to come to a mutual agreement with the Headteacher.

1. Parking on Site

At Foxes Piece School we have a limited number of parking bays and parents are asked not to park on site to pick up or drop off. We have introduced the Early Morning club to help with a staggered start to improve parking in the local area. If parents have an access/disability issue they can apply to the Governing Body for special permission to use the site. They will need to provide a letter outlining their issues and include any relevant documentation to support their application. Parents with a Disability badge will be given access as appropriate by governors. The Grounds Building Health and Safety committee will consider all applications and reply with the outcome by letter. In event of approval a permit will issued which will include conditions of use.

2. Authorised Visitors

An authorised visitor is defined as:

- a) a person enrolled as a pupil at the school;
- b) a parent or guardian of such a pupil;
- c) a person employed by the school;
- d) School governors
- d) a person who is otherwise on the premises for a lawful purpose (eg delivering mail, collecting refuse)
- e) 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 a Reception in accordance with the procedures outlined below.

e) Procedures and Guidance

Security

The Main School Office will ensure that entrances to the school are clearly posted with signs requesting that visitors report to Reception.

A visitor's book for signing-in purposes will be maintained at Reception and passes issued to all visitors (including Parents attending an appointment with a member of staff), which will be used to monitor who is on the premises at any time.

Visitors should only access those areas that they are authorised to be in.

Visitors should be chaperoned at all times by a member of school staff (parents, once they have signed in, may attend their meeting un-chaperoned). If a member of staff is expecting a visitor they must collect them from Reception or arrange for them to be escorted by a member of staff.

The office staff are responsible for ensuring that visitors do not leave the Main building without an escort.

When unauthorised visitors are discovered on the school premises, staff should approach them in the following manor:

identify yourself to the individual
be courteous, calm and positive but firm
ask questions such as "May I help you?" or "Have you registered at Reception?"

f) **Further Guidance**

If, in the judgement of the Headteacher, Deputy Head or other senior person, a person's presence is considered detrimental to the safety or well-being of a person/persons on the premises or to the security of school property they will be asked to leave. If they refuse to leave the police should be called.

3. Car Park Barrier

To reduce the amount of traffic on site during morning drop off and afternoon pickup we have installed an electronic barrier at the end of the driveway. The barrier is in operation between 8.00 – 9.30am and 2.30 – 4.00pm daily. All staff and authorised site users have been issued with a key fob to enable them to have access onto site during these times. Anyone else who requires access can call up to the school via the intercom sited by the barrier and will be allowed access at the discretion of the school.