

## Access to School Premises by People Outside the School

### 1. Introduction.

Leighton Park School aims to provide a safe and secure environment in which our students can learn, our staff can work and our visitors after signing in may freely come and go. We also seek to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of those in our community.

This policy has been written in line with Standards 5.7 and 5.8 (Boarding Accommodation) and Standards 14.2, 14.3 and 14.4 (Staff Recruitment and Checks on other Adults) of the National Minimum Standards for Boarding Schools endorsed by the Independent School's Inspectorate (ISI) and is consistent with the requirements of KCSIE (Keeping Children Safe in Education) and our safeguarding policy.

### 2. External security

There are a number of procedures and guidelines that are designed to ensure the safety of students, staff and visitors and protect them from injury or loss:

- Caretakers are on site from 6am to 10pm and school caretaking staff on site and on call from 10pm to 6am (seven days per week).
- A programme of locking all accessible ground floor windows and doors is conducted between 7pm and 9pm.
- During the day all visitors are required to report to Reception (see Visitors and Contractors section below).
- The gates at Shinfield Road, Pepper Lane and Reckitt Gate are kept closed during the day and night except for between 7-9am and 4-7pm to allow parents, carers and guardians to drop off and collect. Between these time contractors and those making postal and other deliveries and collections may gain access by using the intercom facility at the gate.
- Barriers are in place during between 8am and 6pm in term time to ensure that there is no vehicle access to the central buildings during the core school day
- All organized deliveries are directed to the appropriate delivery points (eg Oakview, Estate Office, Reception or Caretakers)
- CCTV cameras are used to monitor and record activity at the school to detect the presence of strangers. Notices are maintained that CCTV recording is in operation. Cameras are focused to record persons and vehicles approaching the school to respect privacy as far as possible. CCTV recordings are securely stored and may only be accessed in accordance with the School's CCTV policy.

- The School has a lockdown alert system which is activated by a message being sent centrally to staff computers, tablets and mobiles. Please follow guidance from Leighton Park staff in the event of a lockdown alert being activated.

### **3. Access to the Boarding Houses.**

All doors that afford direct access to Boarding Houses are secured by keypads which are opened by electronic access devices (e.g. wristbands, fobs).

Visitors must be supervised at all times and only enter the boarding accommodation with the express permission of the HM or member of staff on duty. They must sign in on arrival and out on departure with the relevant staff member or staff member.

Parents, carers and guardians are only allowed access to Boarding Houses after making themselves known to the House Staff on duty and signing in. They should sign out when leaving, notifying the duty staff member.

All visitors, parents, carers and guardians must not enter sleeping accommodation other than in the company of a member of House Staff (except at the beginning and end of term when parents, carers and guardians are able to visit areas of the Boarding House to assist arrivals and departures). All family member visitors should respect students' privacy at all times.

### **4. Visitors and Contractors**

The School operates a "booking in" system for both visitors and contractors. Visitors are to report to Reception and contractors to the Estate Office. In both cases the identity and reason for their visit will be confirmed and a photographic badge will be issued which must be worn at all times.

All members of staff are encouraged to politely challenge any unrecognized persons on the site who do not clearly display a School visitor's pass or contractor's pass.

Any visiting contractor is required to report to the Estate Office or Reception, as instructed. At all times, such visitors will be given red visitor lanyards (unless they have satisfactorily completed the School's Enhanced DBS check) will be supervised at all times. This applies in term time and holidays.

Visitors arriving after reception is closed must be met and accompanied throughout their visit by the member of staff who has arranged the visit. That member of staff should also alert Caretakers or Security to the fact that the visitor is expected and provide the anticipated time of arrival.

### **5. Outside individual or groups using school facilities**

All use of school facilities by outside individuals or groups is to be arranged via the Events and Lettings Manager. Before any event is scheduled to take place, the Events and Lettings Manager will provide brief details to the Bursar and direction will be given as the level of supervision required for each particular visit or activity.

A Lettings Policy sets out the days and times that particular facilities may be let, taking account of proximity to boarding facilities and boarding timetables. Hirers are required to acknowledge in writing that they have received and understood the School's Child Protection and Safeguarding Policy and Keeping Children Safe in Education.

## 6. Guests and residents aged over 16 in school owned accommodation

The School has issued guidance to persons who are either guests or residents aged over 16 in school owned accommodation. This is included in the Policy on All Guests and Residents Aged Over 16 in School Owned Accommodation and should be read in conjunction with this policy.

The policy describes the School's expectations as to behavior by all members of the family or the household of staff accommodated in any part of the School. It is designed to comply with the best standards of safeguarding and to make sure that everyone clearly understands what is expected of them.

In particular, the policy has guidance relating to:

- Staff and families aged over 16 living in school accommodation
- Adult residents and their families residing in boarding house accommodation (and their occasional guests/regular visitors)
- Adult residents and their families residing in non-boarding house accommodation

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