

ACCESS TO SCHOOL PREMISES POLICY



RIPPLEVALE
SCHOOL

Date of issue: 24.04.2024

Review Cycle: Annual

Next Review Date: September 2025

Ripplevale School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

Ripplevale School provides a caring learning environment where our students make meaningful progress, relative to their individual starting points. Our aim is to encourage them to develop appropriate personal, social and employable skills enabling them to become confident, independent and aspiring young people

While this current policy document may be referred to elsewhere in Ripplevale School documentation, including particulars of employment, it is non-contractual.

The school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Where this policy refers to 'employees', the term refers to any individual that is classified as an employee or worker, working with and on behalf of the school (including volunteers and contractors).

Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Ripplevale School.

The policy documents of Ripplevale School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

1 Introductory Remarks

At Ripplevale School it is our aim to keep our students, staff and site as safe as is reasonably possible, and to continually review our procedures and infrastructure in order to achieve this aim.

This policy takes due account of the government guidance [Controlling access to school premises November 2018](#) and [Protective security and preparedness for the education sector 2024](#).

Specific staff instructions are detailed in the School's Protective security and preparedness plan.

Underlying all of our procedures and practice is the School's expectation of a "culture of challenge", encouraging staff to offer to help any strangers on site who do not wear an appropriate and visible lanyard. Where concerns remain, staff and students know how to find a member of staff. Staff are nevertheless required to put themselves at substantive risk.

2 Visitors at Their Point of Arrival

Staff ensure that all visitors to the School are properly checked in. Visitors should have planned a visit prior to arrival and the visit should be entered into a shared calendar, when they are able to.

Visitors report to or are directed to Reception, and are required to sign in using the Sign In app and given a visitor badge/lanyard. Evacuation, health and safety, and safeguarding procedures are also summarised on screen in the Sign In App.

Reception staff allow a visitor into the School only if they are comfortable that the visitor is present for legitimate purposes, and they ensure that the visitor is accompanied when entering the School.

Whilst in the School, visitors are expected to wear a visitor pass at all times on a lanyard.

Unchecked staff, e.g. maintenance contractors, are supervised and are not left alone with students. They are given clear instructions by the Receptionist or Admin Officer as to what to do if an unsupervised student enters the area where they are working. They are also briefed about the importance of ensuring the security of any tools, equipment or substances they are using, and what to do in the event of a fire alarm.

All contractors are required to have an enhanced DBS check if they are working on site for a prolonged period and are appropriately supervised. Otherwise, they are accompanied by School staff. They sign in at Reception and wear a contractor's lanyard at all times.

When the visit has ended, the visitor is accompanied to Reception to sign out from the Sign In app. Badges/lanyards are to be handed back to Reception.

The School may refuse entry to, or instruct to leave, any visitor who does not have a statutory right to be on the premises and whose presence is considered unreasonable, unnecessary and/or disruptive.

3 What the School Does to Secure its Premises - Outdoors

The School has a fence around the perimeter of the School premises and the entrances are locked when the premises are not in use. When the School is open to students, the main entrance (main gates) to the School is the only unlocked entrance - so that any access is only permitted through Reception. Students do not have access to the open gates.

Parents are permitted to use the School car park. They are encouraged to do so for the sole purpose of collecting and dropping off children.

Unknown visitors on site should be challenged by staff, and staff are periodically reminded to do so.

All external entrances to the buildings are secured with either key or fob locks.

In accordance with the CCTV Policy, the School operates CCTV both outdoors and indoors to enhance the security of the campus, in the interests of the security and welfare of the students.

The Site Team checks the condition of the site boundaries and buildings daily, reporting any concerns to the Admin Officer immediately, taking remedial action where possible.

At the end of the school day, the cleaners or last member of staff to leave ensure that the campus and buildings are left secure.

An intruder - that is, a person who is not entitled to be present on campus, or who refuses to sign themselves in - is reported to the Headteacher or their deputy immediately. If the circumstances warrant it, any staff member contacts the police via 999.

All breaches of campus security are reported to the Headteacher or their deputy immediately.

4 What the School Does to Secure its Premises - Indoors (where Different from Outdoors)

All external and some internal doors are secured by electronic door locks, key locks or padlocks. Staff are provided with key fobs and keys to enable access.

The School has a lockdown procedure which is practised annually.

In accordance with the CCTV Policy, the School operates CCTV both outdoors and indoors to enhance the security of the campus, in the interests of the security and welfare of the students.

5 Inappropriate Conduct by a Visitor

If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive or abusive behaviour, staff deny admission and refuse contact with any students. The Headteacher or a staff member acting as their deputy is contacted immediately.

In these circumstances the matter is initially referred to a member of the Senior Leadership Team, unless the situation is an emergency, in which case any staff member contacts the Police. The Police are contacted if the situation becomes threatening.

6 Risk Assessments

This policy is referenced in and enacted by the School's Risk Assessments for:

- public access to the school and students
- safeguarding risks posed during educational visits onto campus
- for public access to the school and its pupils when the school occupies shared premises
- on-campus vehicle and pedestrian movement

Risk assessments are saved in RVS-Admin1/Admin1/Health & Safety/Risk Assessments folder.

7 Review of Implementation

The implementation of this policy is reviewed annually by the School's Senior Leadership Team in consultation with staff, and a report is made to the Governance Body.

The school may submit to Cavendish Education proposals for amendments to this policy.