THE BUCHAN SCHOOL KING WILLIAM'S COLLEGE

King William's College, The Buchan School and The Buchan Nursery

Access to School Premises by People Outside the School

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1. Introduction.

1.1 At King William's College, The Buchan School and The Buchan Nursery (the 'School') it is our aim to keep our students safe, and to continually review our procedures and infrastructure in order to achieve this aim. We wish to provide a combination of clear guidelines, as well as building a sense of responsibility and common sense in our students.

1.2 As such, in the context of keeping our staff and students, as well as our site, as safe as is reasonably possible, the School links both right of access, and the need for continuous and deliberate safeguarding within this policy.

1.3 We recognise the reality that the School has grounds that are easily accessible. In particular, there is easy access to the school sites and a Public Footpath through the KWC grounds.

2. Members of the public on site.

2.1 People outside the school community will enter our premises, due to its location.

2.1.1 The school recognises that there may be legitimate reasons for members of the public to be on site.

2.1.2 The school also recognises that it must be diligent in respect of individuals entering the school sites without permission.

3. What the school does to secure its premises.

3.1 Over-arching all of our practice and procedures is the expectation that school operates a "culture of challenge", encouraging staff and students to offer to help any strangers on site. Where suspicions remain, staff and students know how to find a member of staff. All external doors are secured by electronic door locks throughout both sites. Staff and students are provided with a wristband/fob to enable access. For events that are open to the public, limited access is provided for the purpose of the event and it is the responsibility of the organiser of the event to properly steward the event so that visitors are appropriately supervised. In particular, any visitor to The Buchan Nursery must be properly identified and supervised. Be aware that visitors to the nursery may arrive directly at the Nursery front door.

3.2 To this end:

3.2.1 Visitors to KWC are directed to the Bursary and are required to sign in and given visitors badges. Visitors to the Buchan School report to reception and visitors to the Nursery may report directly to the front door. All visitors must be accompanied around the site at all times.

3.2.2 All contractors are required to have an enhanced DBS check if they are working on site for a prolonged period. Otherwise, they are treated as a visitor and required to be accompanied by School staff. They must sign in at the Bursary and wear a contractor's badge at all times.

3.2.3 Visitors to the boarding houses are directed to enter through specific doors, at the Housemaster's discretion.

3.2.4 The Principal, House Staff, and Boarding Tutors live on site either at King William's College or The Buchan School and challenge intruders.

3.2.5 Parents are permitted to use the school car park, although are encouraged to do so for the sole purpose of collecting and dropping off children.

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

4. Registering Students

5. **Entry to the Boarding Houses.**

It is important that right of access to the boarding houses is clear.

5.1.1 Parents are allowed access to the House but are required to let the House Staff know of their visit.

5.1.2 All School visitors to the Houses must 'sign in' in the evenings.

5.1.3 Any other member of the public entering the House must have the express permission of the HM and will be kept under sufficient staff supervision to prevent them from gaining unsupervised access to pupils.

6. Entry to the Buchan Nursery

6.1 All external doors must be kept locked at all times unless there is a member of staff in attendance at the door. Visitors will need to ring the bell and wait for the door to be answered if there is no member of staff already in attendance at the door.

6.2 All internal doors must be kept closed to ensure children are not able to wander.

6.3 Parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.

6.4 Staff must check the identity of anyone they do not recognise before allowing them into the building e.g. Registrations and Inspections inspectors or colleagues attending in a professional capacity such as speech and language therapists.

6.5 Visitors to the Nursery must be recorded in the Visitors' Book, sign it on arrival and departure and complete all details required.

6.6 Visitors must be accompanied by a member of staff at all times while in the building; at no time should a Visitor be left alone with a child unless under specific circumstances arranged previously with the Head of Nursery.

6.7 All Visitors are given and must wear a Visitor's Badge to identify themselves to staff and parents within the nursery,

6.8 Visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy and their attention should be drawn to the public notices on display.

6.9 The nursery will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

7. Other visitors

7.1 There can be a range of other reasons that lead to members of the public visiting either boarding or the school site.

7.1.1 External maintenance staff must report to the Bursary before entering a Boarding House and must carry identification and a 'School Visitor ID' clearly displayed.

7.1.2 All external contractors and School staff should be checked to DBS level in accordance with the Law.

7.1.3 All School staff with unsupervised access to pupils will have the statutory checks made prior to employment (although with some senior employees this requirement has not been back-dated). This includes boarding and other residential staff family members older than 16.

7.1.4 The Boarding Houses have a few points of entry and all of these have key card entry locks.

7.1.5 If students encounter unregistered visitors, they are to inform a member of staff immediately. The police should be contacted immediately and the Principal (or another member of SLT in the absence of the Principal) informed.

A number of visitors use our facilities, in return for a rental cost. The manner in which they are managed (with respect to access) can be referred to through the Outside Lettings Manager.