



## Site Access Policy

**Reviewed and Approved by Business and Premises Committee  
On: 26 June 2018**

**Reviewed and Ratified by the Full Governing Body  
On: 10 July 2018**

**Next review date: Summer 2021**

**Member of SLT responsible: Mrs M Lane**

**Students:** The student site access policy is set to create a safe and secure environment for all students and ensure there is adequate supervision applicable to the activities taking place.

**Staff:** The site is open to staff from 7:00 am until 6:00 pm on normal school days. Any member of staff working later than 6:00 pm must sign the 'after hours working schedule' in reception and should be mindful of lone working. This is essential, as if there is a fire, incident or someone working late has an accident, it is important the site staff are aware of who is on site.

The school day starts at 8:45 *am* and finishes at 3:15 *pm*. After 3:15 *pm* students should not be on site unless in a supervised activity. Supervised activities include:

- Sporting fixtures
- Twilight lessons
- Detention
- Quiet study in LRC (or X2 for 6<sup>th</sup> form only)
- An approved school club or event
- Individual time table (2-6) agreed by SLT

## Students

### Before School

In common with most schools, there is no formal supervision. However, staff are on site from **8.00 am** and are spread across the site, but they will have other roles and responsibilities. Students are advised to contact the Student Office if they have any concerns before 8:45 *am*.

### Break and Lunch time

In order to ensure adequate supervision outside lessons, students are allowed in clearly designated areas of the school. Designated staff have specific duty areas during lunch and break time, where they monitor by line of sight. At the start and end of the day, staff monitor the gates to ensure safe entry and exit of students.

Students are encouraged to be out of doors at break and lunch time. The school canteen is open to all students whether eating their own food or buying at school, providing a seating area for students to use. The LRC is open for quiet study and reading for years 7 – 11, and sixth form students can use X1 and X2. The Learning Centre is available to SEND students who will be issued an access pass for this area, *the* Chaplaincy team youth workers and the Student Engagement Team are also generally available at these times although an appointment may be necessary if demand is high. The Student Office and Finance team are available at these times for exam enquiries, trip responses and payments etc.

### After school

Once the school day is finished, students should leave the school site promptly as there is no formal student supervision after 3:15. This is important as there is no formal mechanism to ensure:

- Unsupervised students are accounted for in the case of fire
- Staff are aware of any accidents or incidents in unsupervised areas
- Damage (accidental or malicious) is not taking place to equipment around the school

Students should leave the site by 3:30 pm unless they are attending a supervised activity. *If they are waiting for their friends who are in a supervised activity, they should contact the student office if they have concerns.*

*All students should have left site by 4:35 pm. A reminder bell rings at 4:30 pm; any unsupervised students remaining on site after 4:35 pm will be asked to leave, escorted out, and recorded in the sign out list located in reception.*

**No students should remain on site after their supervised activity is finished.**

### **Holiday Access**

**Students:** This is the time general and building maintenance is carried out and safeguarding and health and safety assessments are completed on the basis that any students on site will be supervised at all times. Students are therefore, only allowed on site if they are attending a supervised session and must remain within the agreed session location at all times.

The session leader must register all students and will be responsible for them for the time they are on site. Once the session is ended, students must leave the site. No unsupervised students including sixth formers can be allowed on the site unsupervised and will be asked to leave, escorted out *and recorded in the sign out list located in reception.*

### **Staff**

The site is open to staff from 7:00 am until 6:00 pm on normal school days. The school buildings usually remain open, monitored by the evening *site assistant* for external bookings, until 10:00 pm but it may be closed earlier if there are no bookings on a particular evening.

The *site assistant* will have responsibility for the site. *Any staff wishing* to remain on site after 6pm must sign the 'after hours working schedule' in reception advising which building they are in and *how long they intend to stay.* They must sign out when they leave as the *site assistant* will need to check on the late workers as part of the school lone working policy. This register will be used as part of our fire evacuation processes.

### **Holiday working**

**Staff:** The site is generally open to staff from 8:30 am until 3:30pm during school holidays. It is essential that all staff entering the site, sign in at the front desk when they arrive and sign out when they leave. This is a key health and safety requirement under the school lone working arrangements, particularly as this is the time general and building maintenance is carried out.

If any staff want to run holiday sessions for students, this must be agreed in advance, *together with the location for these;* and any students on site must be supervised at all times, ensuring they remain in the designated areas as agreed in advance. Registers must be taken and in the case of an evacuation, the register will be used to check students off.