



## Access to School Premises Policy

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Date to be reviewed	May 2026
Date of last review	May 2023
Governors Committee accountable for review	Education
Senior Leadership Team member accountable for review	AMJ

## **Access to School Premises Policy**

### **1. Introduction**

It is the priority of the Royal Grammar School High Wycombe to ensure that students, staff, parents/guardians and visitors are safe and welcome on school premises.

It is a closed site there is access from Hamilton Road by pedestrians where there is a gated entrance. There is also gated access to vehicles via the main School entrance, and to the Quad car park and un-gated access to the Uplyme car park

It is expected that all staff and pupils will be vigilant and respond to unauthorised visitors in accordance with the guidelines set out below.

### **2. Authorised Visitors**

An authorised visitor is defined as an individual entering the school premises during normal school hours for legitimate reasons. These would typically include:

- Parents / guardians of pupils at the school
- individuals attending a meeting with a member of staff
- Governors and Foundation Trustees
- members of the public attending events or activities arranged on the school site as part of the school's lettings programme
- individuals working on the site as part of a maintenance or building contract.

All visitors are required to sign in at Reception in accordance with the procedures outlined below.

RGS pupils and staff employed at the school and those temporarily on site to provide routine services (such as delivering mail or collecting refuse) are not considered visitors.

For the purpose of an effective working policy, it is recognised that parents, their families and guests who are attending a major music/drama or sporting event would not be expected to sign in. However, these visitors should only access those areas that they are authorised to be in, e.g. Queen's Hall or Sports fields.

Special requirements may apply in exceptional circumstances, e.g. health emergency or other situations. In those cases, full information will be provided at Reception and all visitors will be obliged to comply with such requirements.

### **3. Procedures and Guidance**

#### **3.1 Security**

- All staff, governors and trustees are to carry their ID badge at all times.
- The Estates Manager will ensure that entrances to the School are clearly posted with signs requesting that visitors report to Reception.

- The Estates Manager will ensure that the gates will be open from 07.00 to 08.45 in the mornings and again from 3.15 to 5.30 in the afternoons under normal school conditions. During school holidays and in exceptional circumstances these gates might be opened for more limited times as required.
- The majority of the site is under 24 CCTV surveillance and there are staff present on the site 24 hours during term time. During school hours, any unauthorised visitors should be reported to the School Office who will contact a senior member of staff. Outside school hours, unauthorised visitors should be reported to the member of staff on duty in Fraser Youens House and a member of the Senior Team.

### 3.2 Visitors

- All visitors are to park in the marked visitor's parking bays.
- A Visitors' Book for signing-in purposes will be maintained at Reception and passes issued to all visitors. The passes will be used to monitor who is on the premises at any time. Passes should be worn to be visible at all times.
- Visitors must wait at Reception to be collected by their host and must be accompanied by their host at all times while on school premises.
- Visitors should only access those areas that they are authorised to be in, e.g. if they are only using the swimming pool, they should not enter other buildings. (See Lettings Policy)

### 3.3 External Users

- Regulations regarding health, safety and security will be given to all external user groups (e.g. lettings such as swimming groups), to issue to their clients/users. (See Lettings Policy)
- Out of hours they are to proceed directly to where their activity is taking place. They do not have right of access to other areas of the School.

### 3.4 Staff Responsibility

- When unauthorised visitors are discovered on the School premises, staff should approach them in the following manner:
  - 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?"
  - Identify yourself to the individual.
- Pupils should inform a member of staff immediately if they notice an unauthorised visitor.
- Staff must inform Reception of the presence of an unauthorised visitor as soon as possible and Reception will alert a senior member of staff immediately. In circumstances where the perceived danger warrants it, the Police should be called directly.

### 3.5 Communication

- Regulations regarding school access will be communicated to the School community annually.

### 3.6 Further Guidance

- If, in the judgment of the Headmaster, Finance Director, or other senior member of staff, 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.
- If pupils under exclusion or expulsion are found on school property or attempt to take part in school-related activities, they may be dealt with under the laws of trespass. A record of the specifics of any such incident will be kept in the School for a three-year period.
- All incidents involving intruders will be logged with the Deputy Headmaster's Office.
- The School recognises that we have residential pupils on site and they are given additional guidelines in terms of unauthorised visitors.

### 4. Access to Boarding accommodation and prevention of unsupervised access to boarders

- It is recognised that Fraser Youens Boarding House will have extra guidance for visitors, including access by staff and pupils.
- Fraser Youens House is accessed by a secure gated entrance from Ridgeway Road. All entrances to the boarding house are via secure coded doors.
- Visitors such as parents or family of boarders may not be required to sign in at the School Office if they are only visiting Fraser Youens House.
- There is a separate Visitors' Book in Fraser Youens House and visitors must report to a member of boarding staff, to be signed in.
- Any school letting is overseen by the Duty Lettings Supervisor and only have access to the area that they are letting not the whole school site.
- Areas such as the School Gym/Fitness Suite which may be used by boarders outside of school hours require key card access and are not accessible to members of the public.
- Boarders using facilities that may be accessed by an external letting (e.g. Sports Hall) are supervised by boarding staff.