



KING WILLIAM'S COLLEGE

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# **King William's College & The Buchan School**

## **Access to School Premises by People Outside the School**

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## **1. Introduction.**

- 1.1 At King William's College and The Buchan School (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.

## **2. Members of the public on site.**

- 2.1 People outside the school community will enter our premises, due to its location.
  - a) The school recognises that there may be legitimate reasons for members of the public to be on site.
  - b) 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.
- 3.2 To this end:
  - a) Visitors to the school are directed either to reception, or to the Bursary and are required to sign in and given visitors badges. Visitors must be accompanied around the site.
  - b) All contractors are required to have an enhanced DBS check if they are working on site for a prolonged period. Otherwise, they are accompanied by School staff.
  - c) Visitors to the boarding houses are directed to enter through specific doors, at the Housemaster's discretion.
  - d) The Principal, House Staff, Tutors and Caretaker live on site either at King William's College or The Buchan School and challenge intruders.
  - e) 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.
  - f) Unknown visitors on site should be challenged by staff and staff are periodically reminded to do so.

## **4. Registering Students**

- 4.1 In an attempt to ensure safety for all within the school, it is recognised that there are procedures for registering students in both day and boarding.
- 4.2 **In the Boarding Houses**
  - a) A register is taken in all Houses at breakfast, at tea, on return from school and at bedtime.
  - b) Students are allowed out of their House at various times during the day either to attend School activities or socialise.
  - c) When doing so, they are expected to ask for permission and also to 'Sign in' and 'Sign out' of the House. This is so that the HM and/or duty tutor knows of their whereabouts. Parents are involved in this process as and when applicable.

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

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

- a) Parents are allowed access to the House but are expected to let the House Staff know of their visit
- b) All School visitors to the Houses must 'sign in' in the evenings.
- c) 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. **Other visitors.**

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

- a) External maintenance staff must report to the Bursary before entering a Boarding House and must carry identification and a 'School Visitor ID' clearly displayed.
- b) All external contractors and School staff should be checked to DBS level in accordance with the Law.
- c) 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 staff family members older than 16.
- d) The Boarding Houses have a few points of entry and all of these have key card entry locks.
- e) If students encounter unregistered visitors, they are to inform the HM, duty tutor or the school office. The police should be contacted immediately and the Principal informed.

## 7. **Boarding Safety (final points)**

- a) The Boarding Houses are alarmed at night.
- b) Windows are generally barred or fitted with restraints for both security and safety reasons.
- c) Students are regularly reminded that security is important.
- d) Students are urged to avoid the sort of behaviour that attracts unwanted attention. This is as true of being in town as it is of encountering unregistered visitors on site.

## 8. **People using school facilities**

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.