



KING WILLIAM'S COLLEGE

King William's College

Bounds for Students

Issue date: 03/19

Review Date: 03/20

Stuart Corrie - Deputy Head Pastoral

John Oatts – Bursar

The following paragraph is taken from the College rules and applies to all student members of the College.

BOUNDS

1. Pupils may not leave the bounds of the College during the school day without the permission of their Year Head, Tutor or Boarding HM and must sign out and in again in the designated area.
2. Classrooms without a member of staff present and any other room other than the public rooms of the pupil's own Form Centre and the School are out of bounds.
3. Pupils are not to visit the kitchens, maintenance staff blocks, Junior House or the Pavilions unless directed to by a member of the teaching staff.
4. The following areas may be used for recreational purposes during break times, weather permitting: front Chapel, tennis courts, field area opposite the Bursary and the grass area outside Stenning Fourth Form Centre.
5. Day pupils wishing to visit the boarding houses must be accompanied by a boarding pupil and have permission from the boarding house duty tutor.
6. Pupils, not part of an expedition or trip, are not allowed to visit participants on such expeditions or trips at any time without permission from the teacher in charge. This includes campsites, whether in or out of School.

Monitoring of the bounds rules

1. Accounting for the whereabouts of students.
 - a. Formal registers are taken twice per day in accordance with the school attendance and registration procedures. Absence is followed up by the School Receptionist until all students are accounted for. The "Missing Student Procedure" will be activated if required.
 - b. Boarding roll calls are completed at breakfast, after school, House Prayers and at the end of the evening (lock up). Missing students are accounted via the "Missing Student Procedure" – copies of which can be found on the KWC website and displayed in boarding houses.
 - c. Attendance at lessons is noted by the subject teachers – absences are followed up via email to the Common Room group. If absences are not accounted for, then the "Missing Student Procedure" will be activated.
 - d. Students who leave the school site with permission are expected to sign out with the school receptionist.
 - e. Signing out procedures in the boarding houses are used for times outside the school day.
2. Access to classrooms and other rooms
 - a. Laboratories, Prep Rooms and Workshops are kept locked when the teacher is not present.
 - b. Cleaning cupboards are always locked unless they are in use at the time.
 - c. All classrooms, Stenning and the Fifth Form Centre are locked at the end of the school day by the School Caretaker. The Sixth Form Centre is available in an evening and a member of staff is present in the library to maintain a supervisory presence.
3. Access to kitchens etc...
 - a. Access to kitchen is monitored by kitchen staff and CCTV. Kitchen are locked when staff are not present.
 - b. Maintenance areas are locked when not in use by maintenance personnel.
 - c. Junior House is kept locked and is only accessible under supervision from CCF personnel or External Lettings.
 - d. Pavilions are kept locked unless they are in use.

4. Use of recreational areas
 - a. The communication of what is considered to be an acceptable recreational area is delivered via the Year Centres and the boarding house staff.
 - b. Fields and buildings may be placed out of bounds in unsuitable weather conditions (e.g. to protect the grass or to avoid dangerous situations). This is communicated via the Year Group Centres, tutors, boarding staff and to the students' school email accounts.
5. The boarding houses have clear procedures for visitors.
6. Expeditions and trips are supervised in accordance with the Educational Visits Policy (Health and Safety on Educational Visits).

Allocation of bounds

Senior Leadership and Senior Boarding Staff may make amendments to bounds with notice or consultation for reasons of Health and Safety or Safeguarding. Alterations will be communicated via email, social media boarding groups and in House Prayers.



KING WILLIAM'S COLLEGE

King William's College & The Buchan School

Pupil Access to risk areas of school buildings and grounds

Issue date: 03/19

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Stuart Corrie - Deputy Head Pastoral

John Oatts – Bursar

The aim of this Policy is to state the School's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of School buildings and grounds. Rather than formalising our education of these risky areas, and pupil access thereto, for the most part the flow of pupils around site and off site is based on common sense and trust. There are times when a formal proactive or reactive instruction is required, but common sense prevails on many occasions.

Introduction

1. The Governing Body, Principal and staff of King William's College and The Buchan School (the 'School') are fully committed to ensuring the safety and welfare of all pupils at the School. There are areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

2. The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. The Deputy Head Pastoral regularly walks the site and brings major issues to SLT. One of these is site security (covered in Access to School Premises) and safety of pupils.

Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger. Students understand the need to remain away from these areas.

3. Some of the School grounds away from the central buildings are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness.

4. In addition, students are informed or reminded regularly by Boarding House (in the case of boarders) and teaching staff/SLT (the case of whole school) of the dangers of entering risky areas of the School and the need to observe such restrictions. Access away from the boarding houses is understood by all boarders through a combination of induction and periodic reminders (where appropriate and relevant). Students are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

5. Areas of the School known to present risks to students are listed below along with the control measures currently in place.

Building or Area	Control Measures
Airport	Fencing maintained by Airport
Design Technology Building	Kept locked unless accompanied by an adult
Science Labs	Kept locked unless accompanied by an adult
Kitchens	Kept locked and no student access
Maintenance Buildings	Kept locked and no student access
Armoury	Kept locked unless accompanied by an adult
CCF Shooting Range	Kept locked unless accompanied by a qualified adult
Swimming pool	Kept locked unless accompanied by an adult
Woods at Buchan School	Buchan Students are always accompanied and supervised
All classrooms at Buchan School	Buchan Students are always accompanied and supervised
Building areas	Students informed through school and form assemblies.
School site in high winds	School risk assessments are utilised in deciding which areas of the school are safe in the case of extreme weather.