



Site Access and Security Policy

Yew Tree Farm School
Bredgar and Wormshill Light Railway
Swanton Street
Sittingbourne
ME9 8AT

Date - 23/01/24

Reviewed by - Edwina Grix

Next review date - 23/01/25

Site Access and Security Policy

Intent

Visitors are very welcome at Yew Tree Farm School, however it is our responsibility to ensure that the security and well-being of our learners is uncompromised at all times.

The school has a legal duty of care for the health, safety and wellbeing of all learners and staff. This duty of care incorporates the duty to 'safeguard' all learners from being subjected to any form of harm or abuse. It is the responsibility of the proprietors and the Headteacher to ensure that this duty is implemented at all times.

In performing this duty, the proprietor recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that ALL VISITORS (without exception) comply with the following policy and procedure.

Visitors Procedure:

Where and to whom the policy applies

The company is deemed to have control and responsibility for its learners anywhere on our site, during normal operational hours, during any after school activities, and on any organised (and supervised) off-site activities. The policy applies to:

- All teaching and non-teaching staff employed by the company
- All external visitors entering our sites during normal operational hours or for after school activities (including supply teachers/peripatetic tutors/sports coaches and topic related visitors e.g. authors, journalists)
- All proprietors of the company
- All parents (including parent helpers)
- All learners
- Other education related personnel (County Council staff, Inspectors, health care professionals)
- Buildings and Maintenance Contractors

Protocol and procedures

Planned visitors to the school

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office/Headteacher should be informed of all pre-arranged visitors
- All visitors must report to the school office first and should not enter the school or site via any other entrance than the main entrance
- At the school office/when being met, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification.
- All visitors will be asked to sign the Visitors' Record Book, making note of their name, organisation, who they are visiting, date and time of the visit.
- All visitors will be required to wear an identification badge, the badge must remain visible throughout their visit
- All visitors should be made aware of whom the designated safeguarding officer is and that any safeguarding concerns should be reported to them.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come collect the visitor. The contact will then be responsible for them while they are on site
- On departing the school, visitors should leave via the school office and:
 - Enter their departure time in the Visitors' Record Book
 - Return the identification badge to the school office

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a learner.

Unknown/ unplanned visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school/setting. (All staff at Yew Tree Farm School carry a charged mobile phone and can alert the office and other members of staff)

They should then be escorted to the school office to sign the Visitors' Record Book and be issued with an identity badge. The same procedures for planned visitors then apply.

In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly. The Headteacher will consider the situation and decide if it is necessary to inform the police.

If an unknown / uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school or setting, police assistance will be called for. In this instance all learners are to be moved to a different part of the school or setting to reduce the risk and safeguard them.

Regular volunteers/parent helpers

All regular parent helpers/volunteers must comply with the Disclosure and Barring Service, by completing an enhanced DBS disclosure (where not already held) if they are in regulated activity.

All parent helpers/volunteers should follow the procedures as stated for planned visitors. New parent helpers/volunteers will be asked to comply with this policy at their Induction meeting before coming into the school for an activity or class supporting role.

Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) without having undertaken a DBS check, so long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place.

Again all parents should follow the procedures as stated above for planned visitors.

Contractors/Workmen

All contractors/workmen will be booked by the Headteacher or Site Manager. Contractors/ workmen should follow the procedures set out above for planned visitors.

Footpath Users

The site of Yew Tree Farm School is bisected by a public footpath. The footpath is clearly labeled and fenced on one side. The full stretch of the footpath can be viewed from the school office.

Footpath users are monitored from the office and by all staff. If footpath users leave the footpath they will be challenged politely and asked to return to the footpath or report to the office, following the procedure for unknown visitors.

The Headteacher and Site Manager are responsible for the ongoing risk assessment of the footpath.

Due to the high ratio of staff to students at the school, Yew Tree Farm School can ensure students are safeguarded from public footpath users.

If staff are suspicious of any footpath user they should report it to the Headteacher.

Security Procedures:

The Site Manager and Headteacher are responsible for the security of the school site and will undertake regular checks of the boundary fences, entrance points, buildings and external lighting.

The Site Manager and Headteacher are also responsible for the security of the site after normal school hours. A security risk assessment will be completed annually by the Site Manager. The findings will be used in the review of this security policy.

Lone Workers

Our school has a Lone Working Policy and risk assessments for staff where there is a security risk due to the need to work alone.

Cash Handling

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away in the school safe. No cash should be kept in other areas of the school such as Classrooms. Cash is banked regularly and at different times of the week / day.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and children's property. Both should be discouraged from bringing any valuable personal property to school.

Exceptions to this ruling are when parents and carers have expressed a wish that their child is in possession of a mobile phone for staying in touch with them at the end of the day when they are going home on their own. In this exception the school will 'look after' the phone in the school safe, and this arrangement must be agreed prior to sending the child to school with a phone. It remains the responsibility of the child to collect the phone at the end of the day.

Linked policies

This policy should be read in conjunction with other related policies, including:

Safeguarding Policy

Health and Safety Policy

Lone Working Policy

Risk Assessment Policy

Site Inspection Maintenance Policy