



Access to School Premises by People Outside the School

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Date of next review:	2025	Written by:	Rebecca Garratt
Type of policy:	Statutory	Committee:	FGB
Signature:			

Introduction. Wyre Forest School aims to provide a safe and secure environment in which our students can learn, our staff can work and our visitors after signing in may freely come and go. We also seek to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of those in our community

1. **External security** There are several procedures and guidelines that are designed to ensure the safety of students, staff and visitors and protect them from injury or loss:
 - Caretakers are on site from 6am to 6.30pm
 - ABK Security respond to any alarms during day school closure and weekends.
 - During the day all visitors are required to report to Reception (see Visitors and Contractors section below).
 - **The gates**
 - All organised deliveries are directed to the appropriate delivery points)
 - CCTV cameras are used to monitor and record activity at the school to detect the presence of strangers. Notices are maintained that CCTV recording is in operation. Cameras are focused to record persons and vehicles approaching the school to respect privacy as far as possible. CCTV recordings are securely stored and may only be accessed in accordance with the School's CCTV policy.

2. **Access to Russell House.** All doors that afford direct access to Russell House are secured by keypads which are opened by fobs. Visitors must be always supervised and only enter the boarding accommodation with the express permission of the Headteacher and/or Head of Care. They must sign on arrival and out on departure. Parents are only allowed access to Russell House after ringing the doorbell and signing in and wear the appropriate coloured lanyard. They should sign out when leaving. They should not enter sleeping accommodation other than in the company of a member of staff. All family member visitors should always respect students' privacy.

3. **Visitors and Contractors** The School operates a "booking in" system for both visitors and contractors.. In both cases the identity and reason for their visit will be confirmed and a photographic badge will be issued which must be worn at all times with an appropriate lanyard. All members of staff are encouraged to politely challenge any unrecognised persons on the site who do not clearly display a School visitor's pass, no lanyard or a red lanyard with no escort. At all times, such visitors will be given a Visitor's Pass and (unless they have satisfactorily completed the School's Enhanced DBS check) will be supervised at all times. This applies in term time and holidays (as the school runs a holiday activity scheme) Visitors arriving after reception is closed must be met and accompanied throughout their visit by the member of staff who has arranged the visit. That member of staff should also alert Site Team to the fact that the visitor is expected and provide the anticipated time of arrival.

4. **Outside individual or groups using school facilities** All use of school facilities by outside individuals or groups is to be arranged via the SBM. Before any event is scheduled to take place, the SBM will provide brief details to the HT and direction will be given as the level of supervision required for each particular visit or activity. A Lettings Policy sets out the days and times that particular facilities may be let, taking account of proximity to residential facilities and residential timetables. Hirers are required to acknowledge in writing that they have received and understood the School's Child Protection and Safeguarding Policy and Keeping Children Safe in Education.