



## Access to Premises - Security and Visitors Policy

Including all of the Pre-Prep and Early Years Foundation Stage

DJJK

Last updated Oct 2024

# Review and Amendment Record

Date	Person Conducting the Review	Changes Made
1 Sep 2016	PMS	Change in title
1 Oct 2018	DJJK	Change of appointment and review
1 Oct 2019	DJJK	Annual review
1 Oct 2020	DJJK	Annual Review
1 Oct 2021	DJJK	Annual Review and Update
1 Oct 2022	DJJK	Annual Review and Update
1 Oct 2023	DJJK	Annual Review and Update
1 Oct 2024	DJJK	Annual Review and Update

## Introduction

1. Summer Fields encourages parents and other people to visit the School and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the school has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the pupils and staff, and to protect the school's facilities and equipment from misuse or vandalism. A balance must therefore be achieved between the potential benefits and risks associated with the presence of visitors to the school site and buildings. Achieving the desired balance will lead to increased external visitor involvement, a better understanding of how the school operates and the challenges facing the school, and an increased sense of collaboration and cooperation between the community and the school.
2. Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. The Headmaster has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising his discretion, the Headmaster considers the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the pupils.
3. School personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, school and community.

## Strategy

4. The school's aim in relation to safeguarding children and controlling access to the site is designed to channel all visitors whether pedestrians or in vehicles through the Reception where they can be, badged and directed to the correct venue to meet the appropriate Summer Fields staff who will be waiting to receive them. The school acknowledges that given the open nature of the site it cannot hope to seal off the site entirely but all reasonable measures have been taken at entrance points to brief those seeking to gain access, and to direct them through Reception. The register is examined to monitor the Service Providers on site and they can be checked upon if their visit is prolonged

## Access to Site

5. Access to Summer Fields cannot be prevented entirely as there is a public right of way traversing the site and a perimeter bounded by open fields. The policy for limiting access therefore relies on channelling visitors to the school buildings towards reception and in the case of those given permission to walk in the grounds or have membership of the swimming club to be issued with a photographic pass and have limited coded access.
6. Within the site, access to individual buildings is controlled either by means of a key system, Paxton entry control (boarding houses and other academic buildings), or by locking buildings when not in use. With the exception of boarding houses, which are strictly controlled, access to other areas is dependent upon individual members of staff either closing or locking doors and constant vigilance. Thus, security within the site is managed at three levels:

**Level 1** - Boarding Houses. There must be no unrestricted public access when pupils are present.

**Level 2** - Academic areas, such as classrooms or the library, where visitors may be present accompanied by a member of staff or designated guide.

**Level 3** - Public areas such as the Playing Fields, where visitors may be present unaccompanied.

7. The nature of this site is such that it is impossible to secure it completely. However, every effort is made by staff to ensure that visitors follow the appropriate policies and are issued with, and wear, badges.

### **Usual Visitors**

8. Visitors will normally fall into one of the following categories:
- Parents/Carers of pupils in school and those interested in admitting pupils.
  - Adults seeking employment in school.
  - Teachers/pupils from other educational establishments on experience visits.
  - Students on placement.
  - Contractors.
  - Professional Agencies.
  - Governors.
  - Volunteers.
  - Former Pupils and Staff.
  - Service Providers e.g. postman, dustman, photocopying engineer etc.
  - Delivery or collection of goods.

### **General Requirements for Visitors**

9. The following requirements apply to visitors:
- A visitor is defined as any adult person (over the age of 18) seeking to enter the school premises who is not a pupil, employee of the school or the immediate families of resident staff.
  - Whenever possible, visitors should obtain authorisation from the school in advance.
  - Visits may be prohibited at certain times, for example when important examinations or other assessments are being conducted.

### **Registration**

10. All visitors will be required to register with Reception on arrival.
- All visitors shall report to the Reception when arriving or leaving the school premises.
  - All visitors shall be requested to wear and visibly display a Summer Fields pass, or other approved identification, when on school premises and provide car registration details if appropriate and notify where they have parked.

### **Exceptions to Visitor Requirements**

11. Parents or visitors who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, are exempt from the registration requirements.
12. Established groups who have enduring access to the School follow access directions detailed in the specific licence, memorandum of understanding or club rules. Clubs currently include the Oxford University Rifle Club (OURC), North Oxford Eton Fives Club, Summer Fields Swimming Pool Club and Lonsdale Road Dog Walking club. Club members are registered and must carry the relevant ID card when on the School site. Where possible the club members are de-conflicted from the boys by time and space. Where this is not possible, such as with the OURC, a risk assessment is completed and

measures put in place to ensure that the visitors do not have unsupervised access to the pupils.

### **Visitors to Classrooms and other Instructional Areas**

13. Visitors may only enter classrooms or other instructional areas, such as the Library, if accompanied by a member of staff or a nominated guide.

### **Visitors to Boarding Houses**

14. Access to boarding houses must be strictly controlled as this is not only the pupils' home but also areas where they may be changing or sleeping. No visitor is permitted to enter a boarding house unless they are accompanied by a member of staff, with the exception of parents at the beginning or end of term to deliver/collect pupil belongings, in which case the parent should be accompanied by the pupil at all times.

### **Visitors to Staff Residential Properties**

15. In view of the number of residential properties within the school boundary it is inevitable that visitors will consist of family or friends of staff, who may remain either for the day, overnight or for longer periods. The responsibility for such visitors rests with the member of staff visited.
16. The management of resident family or visitors to residential properties is essential. All residential staff when arranging either for adult family members to reside with them or for longer term or regular visitors, must comply with the requirements set out in their accommodation licence.

### **Visits by other Pupils**

17. All requirements for visitors apply to pupils with additional considerations to be applied at the discretion of the Head Master. Under most circumstances, pupil visitors are discouraged during the 'pupil day' unless accompanied by a parent. No pupil who is under suspension, expulsion or other form of discipline from any other school shall be permitted to visit the school without specific permission from the Headmaster.

### **Business Visitors**

18. There are any number of business visitors who may wish to enter the Summer Fields site. The member of staff who has invited them or has been designated to look after them is responsible for ensuring they are booked in, accompanied and follow School policies.

### **Contractors**

19. There are a number of visiting contractors who provide services to Summer Fields, its staff or pupils and which cover a wide range of scenarios. The member of staff who has invited them or the nominated person who is responsible for the contractor is responsible for ensuring they are booked in, accompanied and follow School policies. Contractors are not given keys or door codes at any time when the boys are in residence and as far as possible the work is carried out in school holidays.

### **Service Providers**

20. Service providers is a generic term covering a wide range of situations where people seek to enter the school grounds, either to deliver goods to the school or residential properties or to provide a service to the community as a whole (e.g. postman, dustmen, photocopying engineer etc.). Many of these service

providers will have been DBS cleared by their employer, however, others will not. Access to pupils is remote at the times unaccompanied providers visit the site.

**Circulation for comment and input:**

Health and Safety Committee, Headmaster, Deputy Headmaster, Bursar, Head of Boarding, School keeper, DSL.

**Publication:**

Hard copies: all Lodges, Cyber Copies to SF policies cc All Staff