



# Oakfield School

## 8. Access to Risky Areas of the School Policy

To be Reviewed:	February 2020
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## **POLICY STATEMENT**

The purpose of this Policy is to keep all children and young people safe whilst they are at school. Oakfield is a large site with an energy centre and bin storage area within the school boundary: a playing field, all weather sports facility and pupil residential accommodation in addition to the main school building.

Oakfield is situated to the east of the city in a residential area. The school is not on a main road, although it is on a bus route.

## **PROCEDURE**

The aim of the Policy is to ensure the safety, as far as is practicable, of all the children and young people who attend the school. For the purpose of this Policy a *risk area* is defined as an area or building, such as the Energy Centre outside the main school building. This includes the play areas, all weather sports facility and the school playing field and the pupil residential facility.

It is important that staff are aware of the whereabouts of all young people during the school day. It is vital that a daily register is completed when young people arrive to ensure an accurate record of all those at school. Any unexplained absences must be followed up and recorded.

Once in school it is essential that attendance in classes is monitored to ensure that any absences that occur during the day are noted.

During break time and lunchtime staff need to be vigilant and to effectively supervise children. This is to ensure their safety and well-being. If a child/young person goes missing during these periods the Senior Manager on site will be notified and the missing pupil procedure must be implemented immediately. This will initially involve a search of the school grounds and any areas that are normally out of bounds to pupils.

All out-buildings – The Energy Centre and the Bin Storage area must be kept locked and secure at all times. Pupils are prohibited from entering these areas and if they do, the senior on duty or a member of SLT must be informed immediately. Appropriate action will then be taken. They need to be checked on a regular basis. The main responsibility for this lies with the FM Caretaker. After school hours it is the responsibility of the Senior Manager on call to check the site and report issues to the FM Caretaker.

Any damage to the outbuildings that would allow easy access must be reported to the Robertson's Caretaker and repaired as soon as possible. It is equally important that no tools, equipment or machinery is left unsupervised or in an inappropriate area on the school grounds. Where anything is found to be a danger it must be immediately reported and action taken to remove the risk, secure it or declare the area out of bounds.

When any *risk area* for pupils is used during the school day, and particularly during the evening, it is the responsibility of the member of staff in charge of the activity to explain to pupils what guidance and rules they must follow to ensure their safety and the safety of others. Once the activity is finished it is the responsibility of that member of staff to account for the whereabouts for all the pupils involved and to secure the area, where appropriate. If during the activity a pupil goes missing it must be reported to the Senior Manager on site immediately and the appropriate procedure followed.

Where it is believed that a pupil has left the school site action must be taken immediately. This will include a search of the school grounds focusing on the areas where pupils are not normally allowed to ensure that they are not hiding on site.

Where a young person has left the school grounds it is vital that all relevant parties have been contacted, this must include parents/carers. If a young person subsequently returns to the school it is equally important that all parties are contacted about his/her return. When a child goes missing it is important that staff try to ascertain the reasons for this.

The safety, well-being and security of all children and young people at Oakfield is the responsibility of all members of staff - teaching, non-teaching, administrative and support staff. Any concerns regarding a child/young person's safety must be reported immediately.

This Policy was reviewed February 2017.

Signed: .....

Lee Morfitt (Chair of Governors)