



# Oakfield School

## 7. Access to School Premises by People Outside the School

To be Reviewed:	February 2021
-----------------	---------------

## **POLICY STATEMENT**

Oakfield School provides a safe and secure environment for pupils to live and learn in. External visitors, ancillary and unchecked staff will not be left unsupervised within the school buildings or grounds and will be made fully aware of all relevant policies and procedures in force at the time.

## **PROCEDURE**

All visitors are required to enter Oakfield School through the main reception doors regardless of time of arrival. Visitors to Oakfield residential provision should make prior arrangements to visit, so staff are aware of the purpose and details of the visit.

There is a door release button in the reception linked to a monitor surveillance system to check who is at the door. Visitors should only be let in if staff are comfortable that the visitor is here for legitimate purposes. Staff should be completely satisfied before letting visitors in to school and should ensure that they are accompanied when entering school.

Staff should be aware of all visitors to the school and to the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed over to them.

Staff are therefore required to establish the name and purpose of all visitors to the School. Proof of identity will be requested where visitors are unknown to staff. Official ID cards must always be checked for visitors from Agencies or Authorities.

All visitors are required to be 'signed in' at reception using the Visitors Book/Fire Register system and a visitor's identification pass issued. When the visit has ended the visitor should sign out in the Visitors Book/Fire Register and put in the time of leaving. Passes should be handed back in to reception.

The visitors pass outlines the procedures and details the visitors' responsibility whilst in the School. It also explains the schools Smoking Policy and the visitors responsibilities for Health and Safety. Staff should also reinforce this verbally. Staff should not take it for granted that a visitor can read. Fire procedures must also be explained.

Whilst in the school visitors are expected to wear a visitors pass at all times.

Any 'unchecked' staff, for example repair or maintenance contractors and ancillary staff will be supervised and not left alone with children. They should be given clear instruction as what to do if an unsupervised child or children enters the area where they are working. They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using. They must also be informed what to do in the event of a fire alarm. (See Appendix 1)

If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission and refuse contact in the young person's best interests. The Headteacher or Senior Manager on duty would need to be contacted as soon as practicable. The Police should be informed if the situation becomes threatening. In these circumstances the matter must be referred to a member of the Senior Leadership Team. The young person's parents/carers and Social Worker should also be informed at the earliest opportunity.

This Policy was reviewed February 2020.

Signed: .....

Lee Morfitt (Chair of Governors)

Appendix 1

**Contractors and Ancillary Staff**

Oakfield is a special school for children/young people with behavioural difficulties, therefore when you are working at the School it is important that you follow our procedures and guidelines.

- After signing in at Reception please wait for a school manager to arrive and take you to where you will be working. They will also ask you to sign any appropriate log books and pass on any relevant information with regards to Oakfield’s Procedures.
- If a child/young person approaches you whilst you are working in the school or the grounds don’t get into any confrontation or arguments with them – walk away and ring one of the numbers below.
- It is important that the tools, equipment or substances you may be using are kept safe and locked away when you no longer need them. Also ensure all vehicles are locked securely.
- Please refer to the Visitors Pass you have been given and in the event of a fire alarm make your way to the identified fire assembly point
- Anyone visiting the school should be aware that CCTV cameras are operating within the school and residential areas.

**Oakfield Reception Telephone Number:**.....

**Identified Emergency Contact Number:**.....

**Company Name:** .....

**Signature:** .....

**Print:** .....

**Designated Person from Oakfield:** .....

**Date:** .....

**A copy of this form to be given to the contractor / ancillary staff member and original retained in the office**