



## **HAMPDEN HOUSE**

### **Policy for Access to School Premises by People Outside the School**

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Adopted by the Management Committee:

Signed:

Date: June 2018

Chair of the Management Committee

Date for review:

Person responsible for review: Designated Safeguarding Lead

## **POLICY STATEMENT**

Hamden House provides a safe and secure environment in which students can live and learn. External visitors 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. All reasonable measures will be taken to ensure that the grounds and buildings are secure and that access by unauthorised personnel is prevented and deterred.

## **PROCEDURE**

### **All Visitors**

All visitors are required to enter Hampden House through the main reception doors regardless of time of arrival. Visitors to Hampden House 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 and sliding window to check who is at the door. Visitors should only be let in if staff are comfortable that the visitor is present for legitimate purposes. Staff should be completely satisfied before letting visitors in to school and should ensure that they are accompanied when entering school.

Reception staff should be aware of all visitors to the school and the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed to them. Staff are therefore required to establish the name and purpose of all visitors to the School. Photographic proof of identity will be requested where visitors are unknown to staff. Official ID cards must always be checked for visitors from Statutory Agencies or Authorities. All visitors are required to be signed in in the main office using the Visitors Book and a visitor's identification pass issued. Members of the Management Committee are issued with their own photo ID cards.

Visitors will be issued with a copy of the Hampden House safeguarding leaflet, which outlines their responsibilities in relation to children and young people whilst on our premises. Staff should not take it for granted that a visitor can read and should reinforce these verbally. 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, 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: Hampden House Access to School Premises.)

When the visit has ended the visitor should sign out in the Visitors Book and put in the time of leaving. Passes should be handed back in to reception.

The Headteacher may refuse entry to, or instruct to leave, any visitor who does not have a statutory right to be on the premises and whose presence is considered unreasonable, unnecessary and/or disruptive.

### **Inappropriate Conduct**

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 Leader 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 always be referred to a member of the Senior Leadership Team. If a young person is affected, their parent/carer (and Social Worker if appropriate) should also be informed at the earliest opportunity. The same principles apply if a visitor becomes abusive, disruptive or threatening whilst on the premises.

### **Site Security**

All the boundaries of Hampden House are secured with fences of at least 6 foot and all gates secured with padlocks. All external entrances to the buildings are secured with locks opened with key fobs used only by staff. The residential accommodation is also secured with fob locks, as are the individual boarders' bedrooms. It is the responsibility of all staff to ensure that these fobs are kept securely at all times and cannot be accessed by unauthorised persons or by students.

The Headteacher will conduct a Risk Assessment of the site boundaries on an annual basis. The caretaker is responsible for checking the condition of the site boundaries and buildings daily, reporting any concerns to the Headteacher immediately and taking remedial action where possible.

It is the responsibility of the Head of Care or designated senior member of staff on duty to ensure that the site and buildings are secure during boarding hours and out of school time, paying particular attention to security at "lights out". Any intruders must be reported to the police and all breaches of security must be reported to the Headteacher immediately on his emergency contact number.

Appendix 1

**Hampden House Access to School Premises – Information for Contractors**

Hampden House is a school for children and young people with Social, Emotional and Mental Health difficulties. When you are working at the School it is especially important that you follow our procedures and guidelines.

After signing in at Reception please wait for a member of staff to 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 Hampden House’s Procedures.

If children or young people are present where you are working a member of staff will supervise them. You must never be in the same place as a child or young person without a member of staff present.

Do not use mobile phones or any other devices capable of taking photographs while in the presence of children or young people.

If a child/young person approaches you whilst you are working in the school or the grounds do not get into any conversation with them – walk away and if necessary 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 are not using them. Also ensure that all vehicles are locked securely. Please refer to the Safeguarding leaflet 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.

Hampden House Reception Telephone Number: 01787 373583

Identified Emergency Contact Number:.....

Company Name: .....

Signature: ..... Print: .....

Hampden House signature: .....

Date: ..... A copy of this form to be given to the contractor and original retained in the office