



HAMPDEN HOUSE

Policy for Student Access to Risky Areas of School Buildings and Grounds

Adopted by the Management Committee:

Signed:

Date: June 2018

Chair of the Management Committee

Date for review:

Person responsible for review: Headteacher

POLICY STATEMENT

At any school, there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of students who may accidentally or deliberately stray into them. This policy outlines Hampden House's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of the School buildings and grounds.

This policy should be read on conjunction with the Health and Safety Policy, Risk Assessment Policy, Missing Child Policy and Procedure, and all relevant risk assessments.

PROCEDURES

Hampden House makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notice are placed to describe the danger.

Some of the School grounds away from the main buildings, such as the school field, are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness. Students are informed or reminded regularly by care and school staff of the dangers of entering riskier areas of the school. They are made aware that to enter such an area deliberately is regarded as a serious disciplinary matter that will be dealt with in an appropriate manner.

Parts of the buildings containing hazards are secured with conventional locks or fob locks. It is the responsibility of all staff to ensure that keys and fobs are kept securely at all times and cannot be accessed by unauthorised persons or by students.

All risky areas are designated Out of Bounds to students, which is communicated to them verbally when necessary, through assemblies and by appropriate signage.

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.

Unsupervised access by Students

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the kitchen and caretaker's stores. Doors to these areas are kept locked at all times when not in use. All flammables and chemicals are kept securely locked in appropriate storage facilities. Students are not allowed to use sporting equipment without supervision.

There are areas of the School site which are out of bounds to students. These areas include:

Area	Control Measures
The Dell	Advise all students that it is out of bounds, unless accompanied by staff. Follow procedures for students off site (see Missing Child Policy and Procedure).
Roof	Roll bars installed to deter access. Students advised of the risks. Other students kept at a distance if a student accesses the roof. Staff to speak calmly to any student on the roof, using their knowledge of the child to persuade them to come down safely. Parent/carer to be called. Consequences to be put in place.
Kitchen	Door from corridor kept closed and secured with lock operated by fob. Serving hatches kept closed except when meals are being served. Sharp knives kept in a locked cupboard when not in use.
Cookery Room	Door from corridor kept closed and secured with lock operated by fob. Sharp knives and potentially dangerous items kept in locked cupboards when not in use.
Laundry	Door from corridor kept closed and secured with lock operated by fob.
Caretaker's Shed and Store	Kept locked when unattended.
Boiler Room	Kept locked when unattended.
Drive and car park	Gates and fencing in place between student areas and drive/car park. Students advised that the area is out of bounds. Consequences put in place for students who enter this area. Staff to supervise students entering this area.

Boarders

During the School day boarders are out of the residential area and in school. Therefore unless they are ill or for other reasons known to care staff, they are not permitted in the residential area during school hours. Day students are not permitted in the residential accommodation.