



St Edward's
RC/CE VA School

Site Access Policy

Reviewed and Ratified at the St Edward's FGB

On: 14 December 2017

Next review date: December 2020

Member of SLT responsible: Mrs M Lane

Site Access Policy

Students: The student site access policy is set to create a safe and secure environment for all students and ensure there is adequate supervision applicable to the activities taking place.

Term Time

Staff: The site is open to staff from 7:30 am until 6:00pm on normal school days. Any member of staff working later than 6:00 must sign the 'after hours working schedule' in reception and should be mindful of lone working. This is essential, as if there is a fire, incident or someone working late has an accident, it is important the site staff are aware of who is on site.

The school day starts at 8:45 and finishes at 3:15. After 3:15 students should not be on site unless in a supervised activity. Supervised activities include:

- Sporting fixtures
- Twilight lessons
- Detention
- Quiet study in LRC (or X2 for 6th form only)
- An approved school club or event
- Individual time table (2-6) agreed by SLT

Students

Before School

In common with most schools, there is no formal supervision. However staff are on site from 8am and are spread across the site but they will have other roles and responsibilities. Students are advised to contact Student Office if they have any concerns before 8:45.

Break and Lunch time

In order to ensure adequate supervision outside lessons, students are allowed in clearly designated areas of the school. Designated staff have specific duty areas during lunch and break time, where they monitor by line of sight. At the start and end of the day staff monitor the gates to ensure safe entry and exit of students.

Students are encouraged to be out of doors at break and lunch time allowing them plenty of exercise and fresh air. The school canteen is open to all students whether eating their own food or buying at school, providing a seating area for students to use. The LRC is open for quiet study and reading for years 7 – 11, and sixth form students can use X1 and X2. The Learning Centre is available to SEND students who will be issued an access pass for this area. The Chaplaincy team youth workers and the Student Engagement Team are also generally available at these times although an appointment may be necessary if demand is high. The Student Office and Finance team are available at these times for exam enquiries, trip responses and payments etc.

After school

Once the school day is finished, students should leave the school site promptly as there is no formal student supervision after 3:15. This is important as there is no formal mechanism to ensure:

- Unsupervised students are accounted for in the case of fire
- Staff are aware of any accidents or incidents in unsupervised areas
- Damage (accidental or malicious) is not taking place to equipment around the school

School finishes at 3:15 and students should leave the site by 3:30 unless they are attending a supervised activity. All students should have left the site by 4:30: any student remaining on site after 4:30, not in a supervised activity will be asked to leave, escorted out and recorded in the sign out list located in reception.

Supervised Activity after 4:30

Staff who are supervising activities after 4:30 must be in the same building as students they are supervising, and if there is any issue from these students must be available and willing to deal with the concern or event.

No students should remain on site after their supervised activity is finished.

Non-term time

Students: The site is generally open to staff from 8:30 am until 3:30pm during school holidays, however, there is normally only a skeleton staff working at any time. This is the time general and building maintenance is carried out and safeguarding and health and safety assessments are completed on the basis that any students on site will be supervised at all times. Students are therefore, only allowed on site if they attending a supervised session and must remain within the agreed session location at all times.

The session leader must register all students and will be responsible for them for the time they are on site. Once the session is ended, students must leave the site. No unsupervised students including sixth formers can be allowed on site unsupervised and will be asked to leave, escorted out and their details recorded on the relevant list.

Staff

Term time

The site is open to staff from 7:30 am until 5:30pm on normal school days. The school buildings usually remain open, monitored by the evening caretaker for external bookings, until 10pm but it may be closed earlier if there are no bookings on a particular evening.

The evening caretaker will have responsibility for the site and any staff wishing to remain on site after 6pm must sign the 'after hours working schedule' in reception advising which building they are in and when they intend to leave. They must sign out when they leave as the caretaker will need to check on the late workers as part of the school lone working policy. This register will be used as part of our fire evacuation processes.

Non term time

Staff: The site is generally open to staff from 8:30 am until 3:30pm during school holidays but it is essential that all staff entering the site sign in at the front desk when they arrive and sign out when they leave. This is a key health and safety requirement under the school lone working arrangements, particularly as this is the time general and building maintenance is carried out.

If any staff want to run holiday sessions for students, this must be agreed in advance by the SLT and any students on site must be supervised at all times, ensuring they remain in the designated areas as agreed in advance. Registers must be taken and in the case of an evacuation, the register will be used to check students off.