

# **Residential Access to Risky Areas Policy**

## **1. Introduction**

1.1 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 pupils who may accidentally or deliberately stray into them. This policy outlines Sidestrand Hall School procedures for controlling or denying unauthorised access by boarding pupils to potentially dangerous or risky areas of the school buildings and grounds.

1.2 This policy should be read on conjunction with the

- Health and Safety Policy
- Risk Assessment Policy
- Missing Child Policy and Procedure
- All relevant risk assessments

## **2. Procedures**

2.1 Sidestrand Hall School 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.

2.2 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 without staff supervision. Boarding pupils are informed or reminded regularly by residential staff of the dangers of entering riskier areas of the school.

2.3 Parts of the buildings containing hazards are secured with keypad entry systems or pad locks. It is the responsibility of all residential staff to ensure that codes and keys are kept securely at all times and cannot be accessed by unauthorised persons or by boarding pupils.

2.4 All risky areas are designated out of bounds to boarding pupils unless supervised by residential staff.

2.5 The Site Manager on behalf of the Head Teacher will conduct a Risk Assessment of the site boundaries on an annual basis. The Site Manager/Site Team is responsible for checking the condition of the site boundaries and buildings. Reporting any concerns to the School Business Manager/Head Teacher immediately and taking remedial action where possible.

## **3. Unsupervised access by Boarding pupils**

3.1 At Sidestrand Hall School we ensure that all pupils do not have unsupervised access to potentially dangerous areas, such as the site store rooms or boiler room. 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. Boarding pupils are not allowed to use sporting equipment without supervision.

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

3.3 There are areas of the school site which are out of bounds to boarding pupils which are only accessed with residential staff supervision. Or where a comprehensive risk assessment has been completed. These areas include:

Area	Control Measures
Off site	Advise all pupils that it is out of bounds, unless accompanied by residential staff. Follow procedures for pupils off site (see Missing Child Policy and Procedure).
Fire escapes	Boarding pupils advised of the risks. Other boarding pupils kept at a distance if a boarding pupil accesses fire escape stairs. Staff to speak calmly to any boarding pupil on fire escape stairs. Using their knowledge of the child to persuade them to come down safely. Parents/carers to be called if appropriate. Consequences/sanction to be put in place.
Bedrooms with fire escapes.	Boarding pupils that reside in bedrooms in Poppyland and Barclay Court where fire escapes are situated in bedrooms. Boarding pupil to be assessed for suitability to reside in those bedrooms. A risk assessment to be put in place and regular discussions between residential staff and boarders to take place to reinforce and reassess risks.
Gym	Boarding pupils to be supervised by residential staff.
Wood areas	Boarding pupils to be supervised by residential staff. A risk assessment to be put in place for any boarding pupil that is assessed as appropriate to access these areas without residential staff supervision. For reasons of that individuals increasing of independence or as a safe area for recreation.
School kitchen	Door from corridor kept closed. Sharp knives kept in a locked cupboard when not in use. Chemicals kept in locked cupboard when not in use.
Laundry facilities/room	Kept locked when unattended.
Boiler room	Kept locked when unattended.
Site store room	Cleaning chemicals, paint and dangerous tools to be stored appropriately. Door kept locked when unattended.
Grounds store room	Flammable liquids and dangerous tools to be stored appropriately. Kept locked when unattended.
Building and mechanics workshops	Kept locked when unattended.
Driveway and car park areas	Gates and fencing in place. Boarding pupils advised that the area has potential risks. Residential staff to supervise pupils in these areas.