



## ROEDEAN MOIRA HOUSE PUPIL ACCESS TO RISKY AREAS POLICY 2018-19

This is a whole school policy and is applicable to EYFS pupils.

At Roedean Moira House, the safety and security of students is of paramount importance. Whilst the school community and visitors value the beauty of the school's environment and surrounding landscape, this means that parts of the school's various sites are more open than they would be in urban areas. The aim, therefore, is to make the school as safe and secure as possible, with students being educated to understand the dangers that can exist in society. Risk assessments of buildings and grounds are undertaken on a rolling programme, and also in response to specific needs, as these arise.

All visitors to Roedean Moira House are required to report to the School Office where they are "signed-in" and issued with a Visitor's Badge. Prospective parents are always escorted during their visits and all approved contractors have to follow a designated procedure administered by the Operations Manager.

### Visitors

As part of the school's requirement to protect students in its care, all visitors to the school sign in and out at the School Office, where they receive a badge, which they wear for the duration of their visit. Although parents are very welcome to the school, it is not, however, prudent or appropriate for unidentified people to walk around the school's buildings and grounds.

### Policy on supervision of students (in relation to access)

- Registration. There is a register of pupils at morning registration (8.25am) from Monday to Friday and in class groups at 3pm. At weekends, for boarders, a roll call is taken in the morning, in the afternoon and at the appropriate bed time (this varies according to age group).
- Boarders. The boarding staff are responsible for the supervision of boarders in the houses.
- Day pupils. Form teachers and teaching staff take responsibility for students once they have arrived at school and whilst they are present on the campus.
- Evening and overnight. All boarders return to their houses for evening registration at 5:15pm. Students are not allowed to leave boarding houses during or after prep unless they have signed out of the houses and must sign in again on return.
- Supervision of pupils on trips. For detailed guidance on the appropriate supervision of pupils on trips and off-site activities, please refer to the school's policy on Educational Visits.
- Trespassers. Members of staff are to challenge people who they do not recognise, and are to ask politely for their identity. If in any doubt about their personal security, a member of staff is not to tackle or challenge a "trespasser" but should immediately call the police and report that they have done so to a member of the Senior Leadership Team.
- Staff Induction. New members of the teaching staff receive an induction into the school's expectations of the appropriate levels of supervision.

### Specific areas and activities

Controlling and supervising students' use of and access to high-risk areas within the school's buildings or grounds.

- School House and Boston House. Roof spaces are out of bounds and window restrictors and/or bars are in place where windows open on to roofs.
- Sports Hall. The Sports Hall is to be kept secure from pupils who have not been inducted in the use of the equipment. Group gym and recreational sport sessions are supervised by staff.



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- Science Laboratories. Laboratories are kept locked outside teaching times during the school day.
- Grounds and Maintenance Departments - storage and workshops. Access to these areas by students is not authorised and are the areas are locked whenever a member of staff is not working in there.
- Equestrian Centre. The Equestrian Centre is out of bounds to students if a member of staff is not present.
- Design Technology, Textiles and Art rooms. These rooms are locked and unavailable to students unless a member of staff is present or unless their access by students in the Sixth Form use has been granted specifically, in advance.
- Utilities. All boiler rooms, electrical equipment rooms, and rooms containing plant and machinery are to be locked at all times except when in use by maintenance staff and contractors.
- Electrical consumer units. These are to be protected from access by students.

### Transport

- Supervision of Day Students during journeys to and from the school. Parents are responsible for ensuring that their children travel safely to and from school. Students are not supervised by a member of staff, other than by drivers, when travelling on school buses, and are expected to behave responsibly.
- Supervision of Boarders during journeys to and from the school. In order to ensure safe transport to and from School the following procedures apply:
  - o Travel on public transport. Year 7-10 students may not travel unaccompanied under normal circumstances. Students in Year 11 and above may travel on public transport provided travel details are given by parents or guardians in writing in advance to the housemistress. Students of all year groups may travel unaccompanied on public transport if authorised in writing by their parents. Travel details must be given by parents or guardians in writing in advance to the school if not travelling to or from parents' or guardians' homes.
  - o Taxis. Students should only use pre-booked taxis from the company approved by the school (currently 720). The company put all its drivers through DBS checks.
  - o Travel in cars. Other than in the case of vehicles driven by parents or guardians, written permission required in advance from parents / guardians if a student is to travel in a car driven by anyone other than their parent or guardian, including by another student.

### Related policies and documents

This policy should be read in conjunction with the following policies and documents:

Employee Handbook  
Staff Handbook  
Code of Conduct for Employees  
Health Safety Handbook  
Boarding Staff Handbook  
National Minimum Standards for Boarding Schools  
ISI Handbook for the Inspection of Schools, Regulatory Requirements  
Code of Conduct for Governors: Roles and Responsibilities  
Teachers' Standards



ROEDEAN  
MOIRA HOUSE

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Departmental Handbook  
Complaints Policy (Parents)  
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019