



## ***St. Francis' College***

### ***Boarding House Access Control Policy***

### ***Maintaining a Safe Environment and Controlling Access to School Premises by Non-School Personnel***

#### **Introduction**

The 'College' refers to all the staff and pupils of the Prep Department and Senior School which includes Early Years Foundation Stage (EYFS), Pre-Prep (Key Stage 1), Prep (Key Stage 2), and Senior School (Key Stages 3-5).

#### **Policy Purpose**

This policy has been written in line with Standards 4.7 and 4.8 (Boarding Accommodation) and Standards 19.2, 19.3 and 19.(Staff Recruitment and Checks on other Adults) of the National Minimum Standards for Boarding Schools (5 September 2022).

Boarding accommodation is reserved for the use of those pupils designated to use it and is protected from access by unauthorised persons by coded doors. Any use of school facilities by individuals or groups, does not allow members of the public, including members of organised groups using school facilities, substantial and unsupervised access to boarders, or to boarding accommodation whilst occupied by boarders.

Patrolling of school buildings for security purposes does not intrude unreasonably on boarders' privacy.

There are no persons over 16 (not on the school roll) who currently live on the same premises as boarders, but are not employed by the school. If there were, action below would be adopted.

There is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders, for example, member of staff's household. This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

All persons visiting boarding accommodation i.e. visitors, outside delivery and maintenance personnel, are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.

Security is treated as part of the management of health and safety and is subject to the same regime of risk assessment.

### **Location of the Site**

St. Francis' College is situated in Letchworth Garden City, bounded by residential property and a main roadway into the centre of Letchworth Garden City. The perimeter of the College is extensive and it is not feasible to make these boundaries sufficiently secure to deter unwanted intrusion. The boundaries, fencing and hedging are regularly maintained and inspected. The gates of the College are opened and closed according to an established programme to reduce risk.

Outside of the College buildings, boarders are supervised in an age-appropriate manner. The College has a Closed Circuit Television (CCTV) system, which is administered and managed by the College, who act as the Data Controller.

Lighting and security are regular matters for discussion by the Senior Leadership Team and during Health and Safety Committee meetings. They are considered currently adequate to meet the safety and privacy requirements of the boarders.

### **St. Francis' College Buildings**

The entrance doors to all buildings are secured by an Access Control system. Senior School students and staff are issued with codes which determine the levels of access permitted. These codes are regularly changed.

Within the Boarding House, there is further internal controlled access which facilitates complete separation and security of boarders and day pupils.

Caretaking and House Staff patrol the building in the evenings and weekends, carrying out a thorough check of and, if necessary, securing, non-boarding parts of the building prior to ensuring that the Boarding House is secure for the night.

### **Welcome Guests**

### **Visitors and Contractors**

All visitors and contractors are required to sign in at Reception. Here they sign in and are given a yellow lanyard and photo ID. As part of their induction, regular approved contacts will be aware of our protocols regarding how to deal with pupil engagement and where they may work unsupervised and at what times of the day. On the rare occasion that they are required to work in the Boarding House at a time when boarders are present, they will be accompanied by a member of the House Staff e.g. in an emergency. At all other times, routine work is scheduled outside of boarding hours.

Irregular contractors and visitors are accompanied by an appropriate member of staff at all times.

## Parents of Boarding Pupils

Boarders introduce their parents to the House Staff on arrival and the House Staff ensure that parents do not enter sleeping accommodation nor are unaccompanied whilst within the Boarding House

Gatherings with parents are not held within the Boarding areas.

## External Lettings

Local community groups use our sports and drama facilities outside school hours, at weekends and in the holidays. Their use is regulated by hire and letting agreements that cover practical matters such as hours of use, rent, insurance, scope and security. A member of the Estates Team is always on site when outside groups are present. The Boarding House is kept updated to changes in external lets.

## Adults in School Accommodation on Site

All people over the age of 16 who live within the curtilage of the school are members of school staff.

## Review and Responsibility

This policy forms part of the College's Health and Safety suite of documents and is reviewed as required, at least biennially by the Health and Safety Committee.

## Supporting Policies

Safer Recruitment Policy  
Health & Safety Policy  
College CCTV policy  
Boarding Staff Handbook  
Boarders Handbook

Reviewed By	Head of Boarding
Authorised By	Head
Effective From	December 2022
Next Review Due	December 2024