

Woodbridge School

STRANGERS ON SITE

1 Policy Statement

Woodbridge School maintains an open site policy, whilst directing (via signage) all visitors during the working School day (0830-1630) to report to the Reception of the site to which they are making their visit (Senior, Abbey or Queen's House).

A visitor is any person who is not: a pupil of Woodbridge School; an employee of the wider Seckford Foundation (including Woodbridge School) whose regular place of work is in the School's grounds; a volunteer or self-employed peripatetic for the Foundation who has been through the Foundation's vetting processes; a parent collecting or delivering a pupil; a supplier making a scheduled delivery; someone immediately recognised as one of the above (if in doubt – challenge).

2 Procedure - All Sites

- No visitor unaccompanied by a member of staff is allowed in any building unless attending a parents' event (such as recital, performance, tea etc)
- Visitors not wearing Reception badges who are unaccompanied by a member of staff can expect to be challenged by members of staff, and be required to return, accompanied, to Reception to sign in. However:
- It is accepted that it is unrealistic to require visitors to lunchtime or evening concerts, games fixtures, and theatre performances to sign in. Such visitors will be expected to restrict their presence to the performance venue and outdoor public areas such as the paths, playing fields and car parks and can expect to be challenged elsewhere on the sites.
- In the case of a visitor refusing to sign in, the member of staff receiving the rebuttal should inform Reception immediately and make every effort to keep the visitor under surveillance until such time as a senior employee arrives. Reception must immediately contact a member of the Senior Management to investigate.
- A member of staff, ideally a senior employee, should call the police if there is any concern for the safety of the pupils, employees or fabric of the School.
- A written record, including a description of the intruder, should be passed to the Headmaster's Office in all cases where a visitor fails to comply with the policies of the School or any reasonable instructions given by its employees.

3 Additional Procedure – The Abbey

- Apart from arrival and departure times, the school gates should be locked in order to aid the security of the school site. On occasions when sports fixtures are being played, the Cumberland Street gates will be opened to allow access for visiting teams and visiting parents. If

members of staff see gates open and unlocked at inappropriate times, they should then remedy the situation immediately. At the start of breaks duty members of staff must check the gates are locked and the site is secure.

| | |
|--------------------|---|
| Author(s): | M R Streat |
| Date: | April 23 2008, 20 April 2009, 20 May 2010 |
| Review Frequency: | Yearly |
| Review Date: | May 2011 |
| References: | ISI 5d |
| Governor Agreement | |

Checked by M R Streat 20/5/10