



# KING JAMES I ACADEMY

## Controlling Access to Academy Premises Policy

Date adopted by Governors: December 2019

Date of Last Review: March 2024

Date of Next Review: March 2027

## **Introduction**

It is the policy of the school to ensure that students, staff, parents/carers and visitors are safe and welcome on the school premises and to respond to unauthorised visitors in accordance with clear guidelines.

**ALL VISITORS** (without exception) must comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

### **1. Who can come onto the Academy premises?**

The Academy is private property and people do not have an automatic right to enter. Parents have an 'implied licence' to come on to school premises at certain times, for instance:

- For appointments
- To attend a school event
- To drop off or pick up younger children

#### **1.1 Authorised Visitors**

An authorised visitor is defined as;

- a person enrolled as a student at the school
- a parent or carer of such a student
- a person employed by the school
- a person who is otherwise on the premises for a lawful purpose (e.g. contractor, delivering mail, collecting refuse)
- a person who is invited to attend an event, a class or a meeting on school premises providing that person is on the premises for that particular purpose and has signed in at Reception in accordance with the procedures outlined below.

#### **1.2 Contact with Children**

Children are all learners under the age of eighteen including looked after children. Vulnerable children are those learners who are or may be in need of community care services by reason of mental health support needs, disability, age or illness, and who are not or may be unable to take care of themselves or unable to protect themselves against exploitation.

- You will not engage with learners in a personal conversation or attempt to strike up personal interest for any means, including shared interests.

- Visitors from outside agencies will not be permitted to have one to one contact with students unless this has been authorised by a member of staff. The visitor must produce an up to date DBS Certificate and photo ID on arrival, or a letter from the employer confirming that the visitor has completed an Enhanced Disclosure & Barring Service check with a check of the Children's Barred List. Visitors without a current DBS check/letter from their employer will not be left alone with students.

### **1.3 Procedures and Guidance**

#### **Security**

- Academy staff will wear their ID badge at all times.
- Entrances to the school are clearly posted with signs for visitors to report to Reception and are required to show their identity badges if they have them.
- The majority of the site is under 24 hour CCTV surveillance; any unauthorised visitors during these hours should be reported to the Main Office.
- Access to the school building is controlled through a magnetic door closure system which is accessible via card/fob or opened via a button at Reception. All magnetic doors release in the event of the fire alarm being activated. The distribution of keys is controlled by the Site Manager. There is an inventory of all keys issued. All spare keys are kept securely by the Site Manager.
- Staff, pupils or visitors of the Academy should not provide access to visitors by use of the security exit button located internally of the Main Entrance doors. Access will be provided by a member of staff located on Reception through the magnetic door closure system.

#### **Visitors**

- All visitors must sign in via the InVentry System at Reception. Visitor labels must be worn at all times and we will monitor who is on the premises at any time.
- Visitors should only access those areas that they are authorised to be in.
- Visitors should be chaperoned at all times by a member of school staff. If a member of staff is expecting a visitor they must collect them from Reception or arrange for them to be escorted by a member of staff.
- Visitors and Contractors will be given a copy of the School Safeguarding Guidelines to read before entry into the school.
- Authority to be on school premises does not entitle a person to have access to all areas of the school premises.
- A person is not allowed to remain on site if that person has failed to report his or her presence in the specified manner.
- A person is not allowed to remain on school premises if, in the judgement of the Headteacher, Deputy Head, School Manager or any other senior person, his or her presence is considered detrimental to the safety or well-being of a person/persons on the premises or to the security of school property.

- Staff must inform the Main Office of the presence of an unauthorised visitor as soon as possible and the Office will alert a senior member of staff immediately. In circumstances where the perceived danger warrants it, the Police will be called directly.

### **Approved Visitor List**

The school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).

To qualify for this list the visitor must:

- a) Have a current clear enhanced DBS check and a copy of this has been registered on the school's Single Central Record (a current DBS certificate is defined as no more than 3 years old, unless the visitor is registered with the Update Service and has given the school permission to check their certificate via the Update Service) **OR**
- b) Have a letter from their employer that is no older than 3 months confirming that the correct disclosure and Barring checks (DBS) have been carried out on the named person, and also a risk assessment if there are any disclosures on the DBS Certificate.
- c) Have provided current ID in the form of a passport, driving licence or work badge.

Visitors on the approved list **MUST** follow the correct procedures on entry to the premises.

Only approved visitors will have authorisation from a member of staff to meet with children on a 1:1 basis and/or to travel around the school unaided.

A copy of the approved visitor list will be kept behind reception at all times.

### **Contractors**

- All contractors must sign in via the InVentry System at Reception. Visitor labels should be worn at all times and we will monitor who is on the premises at any time.
- The Academy reserves the right to refuse access to a contractor if photo ID and an Enhanced DBS check/letter from the employer is not produced upon arrival at the Academy.

### **Community Users**

- All Community users must sign in at Reception on arrival.
- Community users are to proceed directly to where their group is taking place.
- Group leaders are responsible for the visitors which they invite on to school site outside of school hours.

## **Staff Responsibility**

- When unauthorised visitors are discovered on the school premises, staff should approach them in the following manner:
  - Identify yourself to the individual.
  - Be courteous, calm and positive but firm.
  - Ask questions such as “May I help you?” or “Have you registered at Reception?”
- Pupils should inform a member of staff immediately if they notice an unauthorised visitor.
- Staff must inform Reception of the presence of an unauthorised visitor as soon as possible and Reception will alert a senior member of staff immediately. In circumstances where the perceived danger warrants it, the Police will be called directly.
- Staff must not use force when dealing with unauthorised visitors. When force is deemed necessary, the Police should be called.

### **1.4 Further Guidance**

- If students under suspension or expulsion are found on school property or attempt to take part in school-related activities, they may be dealt with under the laws of trespass. A record of the specifics of any such incident will be kept in school for a period of 3 years.
- All incidents involving intruders will be logged in the Academy's Main Office.

## **2. Barring individuals from school premises**

- Trespassing is a civil offence. This means that the Academy can ask someone to leave and take civil action in the courts if someone trespasses regularly. Anyone trespassing regularly on the Academy premises will be written to informing them they are potentially committing an offence.
- Visitors using threatening, aggressive, abusive or insulting behaviour or language, or posing a potential risk to staff or pupils will be barred from the Academy premises. (It's enough for a member of staff or a pupil to feel threatened).
- The Headteacher will inform the individual that they've been barred or they intend to bar them, in writing.
- The individual will be allowed to appeal against the decision, in writing, to the Headteacher within a set deadline. After the appeal has been considered, the Headteacher will decide whether to continue with the barring of the individual. The decision will be reviewed by the Headteacher after 6 months from the original decision, or appeals decision in the event an appeal is made.

## **3. Removing Individuals from Academy premises**

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on Academy premises without legal permission to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence.

To have committed a criminal offence, an abusive individual must have been barred from the premises or have exceeded their 'implied licence', then also have caused a nuisance or disturbance.

If the Academy has reasonable grounds to suspect that someone has committed an offence, the police will be contacted directly.