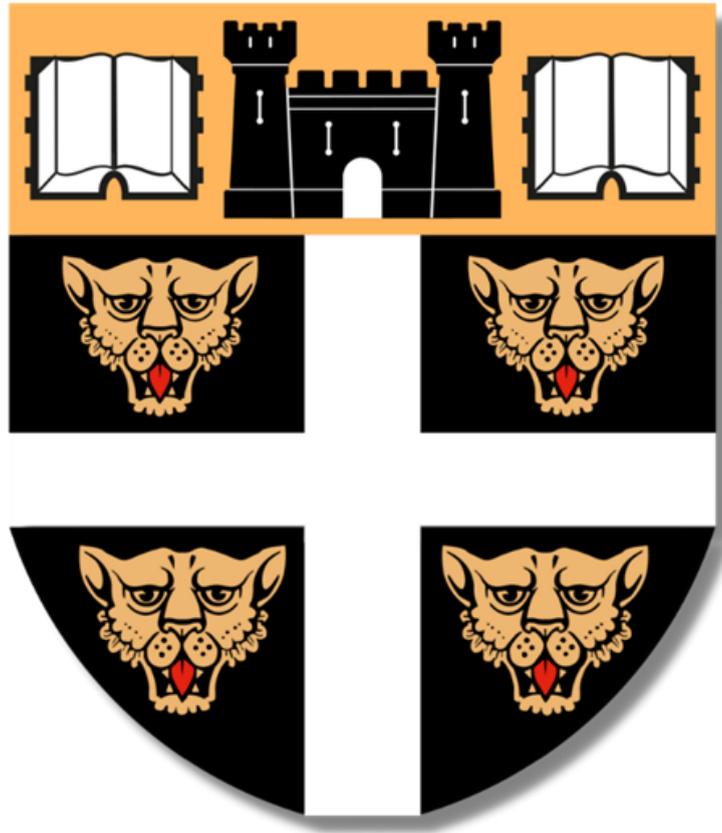


Access to Site and Premises Policy and Procedure



Dover College

Owner:	HR	Date: September 2023
Approved By:	SD	Date: September 2023
Review Frequency	Annually	
Next review due by:	September 2024	

1 Introduction

Dover College provides a safe and secure environment in which students can live and learn.

External visitors and unchecked staff will not be left unsupervised within the school buildings or grounds and will be made fully aware of all relevant policies and procedures in force at the time. All reasonable will be taken to ensure that the grounds and buildings are secure and that access by unauthorised personnel is prevented and deterred.

2 Procedure

All visitors are required to enter Dover College through the main gates and report to Priory Lodge on arrival.

Visitors to Dover College boarders and boarding staff should make prior arrangements to visit, so staff are aware of the purpose and details of the visit.

Outside of school hours there is security restricted access. Visitors should only be let in if staff are comfortable that the visitor is present for legitimate purposes.

Staff should be completely satisfied before letting visitors into school and should ensure that they are accompanied when entering school. Reception staff should be aware of all visitors to the school and the possibility that young people are vulnerable to abuse by visitors or that inappropriate items could be handed to them.

Staff are therefore required to establish the name and purpose of all visitors to the School.

Photographic proof of identity will be requested where visitors are unknown to staff. Official ID cards must always be checked for visitors from Statutory Agencies or Authorities.

All visitors are required to be signed into either Priory Lodge or Bursary Office using the electronic sign in systems and a visitor's identification pass issued.

Fire procedures will also be explained. Whilst in the school visitors are expected to wear a visitors pass at all times with a red lanyard.

Any unchecked staff, for example repair or maintenance contractors, will be supervised and not left alone with children. They should be given clear instructions by the Estates Manager as to what to do if an unsupervised child or children enters the area where they are working.

They must also be told about the importance of ensuring the security of any tools, equipment or substances they are using. They must also be informed what to do in the event of a fire alarm.

When the visit has ended the visitor should sign out using the electronic sign in systems which will log their time of leaving. Passes should be handed back in to reception.

The Headmaster may refuse entry to, or instruct to leave, any visitor who does not have a statutory right to be on the premises and whose presence is considered unreasonable, unnecessary and/or disruptive.

3. Inappropriate Conduct

If a person arrives at the school apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission and refuse contact in the young person's best interests.

The Headmaster or Senior Leader on duty would need to be contacted as soon as practicable. The Police should be informed if the situation becomes threatening.

In these circumstances the matter must always be referred to a member of the Senior Leadership Team.

If a young person is affected, their parent/carer/guardian should also be informed at the earliest opportunity. The same principles apply if a visitor becomes abusive, disruptive or threatening whilst on the premises.

4. Site Security

All external entrances to the buildings are secured with electronic code locks. The residential accommodation is also secured with electronic code locks. CCTV is in operation externally and in some internal corridors of the school.

The Health, Safety and Security Advisor and Caretaker are responsible for checking the condition of the site boundaries and buildings daily, reporting any concerns to the Estates Manager immediately and taking remedial action where possible.

It is the responsibility of the Head of Boarding or designated boarding member of staff on duty to ensure that the site and buildings are secure during boarding hours and out of school time, paying particular attention to security at "lights out". Any intruders must be reported to the police and all breaches of security must be reported to the Headmaster immediately on his emergency contact number.