



**MOUNT  
KELLY**

Boarding and Day School  
Boys and Girls, Aged 4-18

# Pupil Access to Risky Areas of School Buildings and Grounds

**Reviewed**      March 2023  
**Next Review**    March 2024  
**Owner**        Senior Deputy Head/Head of Prep

Date of Review	Author	Page / Para	Synopsis of Amendment
Nov 18	Bursar	Page 5	Contact details updated.
Mar 19	Bursar	Page 4	Delete “Estates Manager”, add “College and Prep Site managers and Head Groundsman”.
			Delete reference to A386 road crossing.
Nov 19	Head of Prep	Page 4	Added ‘sheds’ in sentence: Pupils do not have access to the grounds and maintenance sheds, catering and caretaking areas of the school.
		Page 5	Deleted ‘Bursar’ line Added ‘Principal’ line
Feb 20	Head of Prep	Page 4	Deleted ‘Bursar’ line Added ‘Principal Deputy Head’ line
		Page 5	Added ‘Deputy Head of Prep’
Mar 21	DHP	Page 4	School Health and Safety committee meets termly Hazards to be reported to the H + S officer
Mar 23	PDH	Page 4	Updates to contact details for key staff
Nov 23	CB	Throughout	Replacement of Prinicpal Deputy Head with Senior Deputy Head
		Page 5	Updated Deputy Head Pastoral contact details with Assistant Head Safeguarding contact details
			Updated Principal Deputy Head contact details with Senior Deputy Head contact details

## **Contents**

1. Introduction
2. Security

## 1. Introduction

The aim of this Policy is to state the school's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of school buildings and grounds.

Naturally, on a large site such as this there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

Therefore, the school makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices are placed to describe the danger.

All staff have a duty of care and are to report any potential hazards; the Senior Deputy Head, The College and Prep Site Managers, the Head Groundsman and Health and Safety officer especially, will conduct regular checks and carry out risk assessments for all areas of the school, which are reviewed annually, or in the event of any change, incident or accident. The School Health and Safety Committee meeting termly.

Pupils are briefed formally, usually at the start of academic courses and years, about safety measures in classrooms as appropriate (e.g. Science, Design, Art, and Design). In addition, pupil access to other areas, used primarily on the co-curriculum side, such as the Gym, Swimming Pools, is controlled by clear timings and by appropriate staffing deployment and signage.

Pupils are informed or reminded regularly by Boarding House and teaching staff of the dangers of entering risky areas of the school. They are made aware that to enter such an area deliberately is regarded as a disciplinary offence that will be dealt with in an appropriate manner.

This is reinforced in the school's Code of Conduct, which details areas which are 'out of bounds', namely:

- Pupils do not have unsupervised access to potentially dangerous areas, such as the gymnasium, swimming pool, the science laboratories, the design technology rooms, the CCF Shooting Range & Armoury. Doors to these areas are kept locked at all times when not in use.
- All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
- Pupils are not allowed to use gymnastic, athletic, adventure course or climbing equipment without supervision.
- Pupils do not have access to the grounds and maintenance sheds, catering and caretaking areas of the school.
- The riverbank is out of bounds except for planned and supervised activities.

- No tools, equipment or machinery are left unsupervised or in an inappropriate area on the school grounds. Any potential hazard must be immediately reported to the Health and Safety Officer Manager or the Head Groundsman as appropriate and the Health and Safety Officer and action taken to remove the risk, secure it or declare the area out of bounds.

## 2. Security

The school grounds are partially monitored by CCTV. The Maintenance Manager patrols the school site in the evening and makes sure it is secure. All doors that provide access to the main school buildings and/or classrooms areas are locked. House staff ensure their houses are properly secured, and are equipped with intruder alarms.

The safety, well-being and security of all children and young people at Mount Kelly is the responsibility of all members of staff, teaching, non-teaching, administrative and support staff. Any concerns regarding a child/young person's safety must be reported immediately. Issues can be reported to:

Staff	Name	Tel extension
Principal	Mr Guy Ayling	124
Head of Prep	Mr Dominic Floyd	202
Senior Deputy Head	Mrs Laura Tabb	156
Assistant Head Safeguarding, DSL	Mrs Maddy Carr	128
Director of Finance & Operations	Ms Jessica Paine	105
Premises Manager	Mrs Linda Coe	175
Maintenance Manager	Mr Nathan Newton	151
Deputy Head Prep	Mr Matty Thavenot	239
Reception (During school hours 08:00 – 18:00)	College	100
	Prep	201