



# Access to the School Estate Policy

<b>Policy number</b>	BS010
<b>Applies to</b>	Whole School
<b>Endorsed by</b>	Head Master
<b>Responsibility</b>	Director of Finance & Operations
<b>Date reviewed</b>	April 2021
<b>Next review</b>	March 2023

## Access to School Estate Policy

### (Including Supervision of Ancillary, Contract and Unchecked Staff)

The general public have no right of access to any part of the School Campus, the Boarding Houses or their grounds. All visitors entering the main school buildings during the school day must sign in reception at the Bell Room, where they will be signed in and issued with a visitor's badge.

No visitor unaccompanied by a member of staff is allowed in any building unless attending a parents' event (such as recital, performance, tea etc.); or because they are ancillary or contract staff working closely with a member of staff and any such ingress has been risk assessed and provision made for occasional supervision at an appropriate level. Visitors not wearing a Bedford School visitor's badge who are unaccompanied by a member of staff can expect to be challenged by members of staff, and be required to return, accompanied, to the Bell Room 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 the Bell Room 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. The senior member of staff present should call the police if there is any concern for the safety of the pupils, employees, visitors or fabric of the School. A written record, including a description of the intruder, should be passed to the Vice Master, Director of Finance & Operations and Senior Security Officer in all cases where a visitor fails to comply with the policies of the School or any reasonable instructions given by its employees.

Boarders must never let any person into the boarding house who is not either a pupil of the School, staff or someone for whom they have been given explicit prior permission from their Housemaster or duty member of staff. For example, delivery personnel must be met at the door and told to wait outside for the duty member of staff; likewise, guests who say they are there to meet another pupil must also be told to wait outside. Only those staff employed and fully vetted by the School, and known to the Boarding House Master to be a part of the House team (such as tutors, cleaners, matrons, etc.) are permitted entry into School House under conditions where they may for any time be unsupervised by the Boarding House Master or his representative.

There is no right of access for the general public to the Field Study Centre and Nature Reserve at Ickwell.

The School employs Security Officers whose job it is to control access to the School Campus and to escort those who have no right to be on School property off the Campus. This should always be done politely and in a non-confrontational manner. If an intruder is aggressive or if they are suspected of criminal intent, the Security Officer should notify Bellroom staff and the police should be called to deal with the situation where appropriate. All incidents involving intruders should be reported to the Senior Security Officer as soon as possible and details entered in the Incident Log.

Access to Day Houses and Boarding Houses will be via a keypad with a code restricted to those who need to know. These codes must be changed at least once per year but may be changed more often if the code is compromised. Notification of all current codes must be lodged with the Assistant to the Director of Finance & Operations.