



MOWDEN HALL SCHOOL

CONTROL OF PUPIL ACCESS TO RISKY AREAS POLICY

Aim

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.

Introduction

The Cothill Trust (CT), Headmaster and staff of Mowden Hall School are fully committed to ensuring the safety and welfare of all pupils at the School. On a large and complex site, there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of the pupils who may accidentally or deliberately stray into them.

Procedures

1. 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. In addition, children are informed by staff.
2. In relation to the grounds, the areas the pupils may access is dependent on the weather, the time of year and the light. Staff will thoroughly brief all pupils in assembly and in the boarding house whenever the boundaries for the pupils are altered. Due to the age of the children, at no point should a child be playing in the grounds without a supervisory member of staff aware of who is playing where and making checks on them regularly and often. This would include when the children are playing on the tennis court adjacent to the main building and the duty member of staff has given permission. The duty member of staff will make regular checks on the courts in this case. There are certain areas which remain out of bounds at all times. These are highlighted within this policy.
3. In addition, pupils are informed or reminded regularly by boarding and / or 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 very serious disciplinary offence that will be dealt with in an appropriate manner.
4. Areas of the School known to present risks to pupils are listed in this policy along with the control measures currently in place.

HAZARDS – Building or area	CONTROL MEASURES – strategies required to manage the risks safely	Action by whom?	Arrangements for monitoring by senior staff
Beyond the limit of the School grounds/Perimeter	All pupils briefed on arrival and at regular intervals thereafter	All staff	HEAD
Woods/Woodland Classroom	Out of bounds unless directly supervised. In the Summer one duty staff may be in the woods, the other in the open grounds.	All staff	HEAD
Roads through the school grounds	<p>A number of warning signs and speed bumps exist to slow potential traffic</p> <p>Pupils are taught road safety, pupils in Year 5 and above can cross the roads unsupervised; those younger always have a member of staff present.</p> <p>School are investigating the possibility of putting a ‘strong arm’ barrier and digital speed signage in place to further improve safety provision.</p> <p>Zebra crossing in place between main school car park and Pre-Prep.</p> <p>Staff on duty at junction every morning to supervise children being dropped off at school.</p>	All staff	HEAD
Car Parks	Parents are advised to park in designated areas to ensure safe parking and movement around the grounds.	All staff	HEAD
Maintenance Workshop and woodwork area	All maintenance stores and workshops are kept locked unless a member of staff is present.	Maintenance & Grounds Staff	HEAD

	<p>The pupils are aware all such areas are out of bounds unless accompanied by staff. Pupils do not have DT lessons, but can opt to attend a wood work club.</p> <p>Proper instruction on the safe use of the equipment is given to the pupils. Children are instructed in safe working practices and are always under supervision and only work in small groups.</p> <p>No pupil should be asked to attempt potentially hazardous tasks that are beyond their capabilities, and care should be taken to ensure that pupils do not use equipment for which they have not been trained.</p> <p>Pupils going to woodwork club will be met by member of staff and supervised whilst walking to and from the workshop.</p> <p>No power tools are used by children in this facility.</p> <p>Suitable signage is in place.</p>		
Science Laboratories	<p>Meet all CLEAPPS Health and Safety Guidelines.</p> <p>Labs are kept locked at all times unless a member of Science staff is present.</p>	Head of Science	HEAD
Swimming Pool	<p>Pool is kept locked at all times unless a qualified lifeguard is present.</p> <p>The pool has its own Health and Safety Operating procedures which all relevant staff are conversant with.</p>	All staff	HEAD
Catering facilities and yard	<p>Manned by catering staff for significant part of the day.</p> <p>Suitable signage in place.</p>	Catering Staff	HEAD

	Specifically noted as out of bounds for all pupils at all times.		
Laundry	Manned by Matrons for significant part of the day. Designated as out of bounds at all times unless taken in by a member of staff.	Matrons / Laundry Assistant	HEAD
Theatre technical area / lighting box	Designated out of bounds at all times.	All staff	HEAD
LPG / Gas / Oil storage facilities	Fenced off and locked at all times. Suitable signage in place.	All staff	
Roof / Attic space / Costume Store	Locked at all times. Out of bounds unless accompanied by a member of staff.	All staff	HEAD
Sports Hall	Out of bounds to pupils unless accompanied by a member of staff.	All staff	HEAD
IT Suites	Pupils are allowed to use the IT suite unsupervised at certain times of the day. A member of staff will always be on duty and patrolling and will make regular visits. Internet access is provided only through the LAN and the schools filter system.	Head of ICT / All staff	HEAD
Changing Rooms	All pupils, except Year 8, are supervised in the changing rooms and showers at all times	All staff	HEAD
External Fire Exits	All pupils are informed that these areas are out of bounds unless in an emergency.	All staff	HEAD
Astroturf	All pupils are made aware of safe use of the AstroTurf. No pupil will have access to the AstroTurf unless supervised by	All staff	HEAD

	a member of staff.		
Pond	The pond is securely fenced and padlocked. Children are also aware that this area is out of bounds unless supervised by a member of staff. Suitable signage is in place.	All staff	HEAD
Cellar	The cellar is out of bounds unless supervised by a member of staff. When not in use it is securely locked.	All staff	HEAD
Pavilion and Sports/Outdoor Ed Stores	These are securely locked and pupil access will be supervised by a member of staff.	All staff	HEAD
Tennis Courts	Children are advised about suitable foot wear. Break times are supervised by at least two members of staff.	All staff	HEAD
Staff Kitchen	Pupils only use the staff kitchen when supervised by a member of staff.	All staff	HEAD
Climbing Wall	Pupils only use the climbing wall when supervised by a qualified member of staff. Suitable signage is in place. Generic RA in place	All staff	HEAD
Barns adjacent to Swimming Pool	All pupils are informed that these areas are strictly out of bounds. Suitable signage is in place. Locked when not in use.	All staff	HEAD
St. James' Church	Pupils only use St. James' Church when supervised by a member of staff. The church is kept locked at all times except when in use by the School.	All staff	HEAD

Cricket Nets	Children only use soft cricket balls in cricket nets unless supervised by a member of staff.	All staff	HEAD
Photocopier	Pupils are advised that they must not use the copier without seeking assistance from an adult.	All staff	HEAD
Outdoor Staging	Children have permission to use this area during free time. It is regularly checked to ensure it is well maintained.	All staff	HEAD
Tiddlers Corner	Prep pupils are allowed to use Tiddlers' Corner during break times with permission of the duty staff, but care must be taken during wet weather due to slipperiness. Pre-Prep pupils use with adult supervision.	All staff	HEAD
Staff houses and staff garages	All pupils are informed that these areas are out of bounds at all times	All staff	HEAD
Public Footpaths	All pupils are informed that these areas are out of bounds at all times	All staff	HEAD
Substation	All pupils are informed that this areas is out of bounds at all times	All staff	HEAD
Skips	All pupils are informed that these are out of bounds at all times Suitable signage is in place	All staff	HEAD
Water tanks	All pupils are informed that these are out of bounds at all times Suitable signage is in place	All staff	HEAD

Trees	All pupils are informed that tree climbing is not allowed at any time unless supervised by duty staff.	All staff	HEAD
Bicycle track/Cross Country Course	Pupils are allowed to use the bicycle track during the summer evenings with permission of the duty staff. Pupils are aware that cycle helmets must be worn at all times. The Cross Country course is used under supervision of the Games Staff.	All Staff	HEAD
Staircases inc. SRH Classroom	All pupils are informed of the necessity to take care when using any staircases, particularly in an emergency, and to use the bannisters provided.	All staff	HEAD
Headmaster's Private Quarters and Headmaster's Garden	All pupils are informed that these areas are out of bounds at all times unless accompanied by a member of staff	All staff	HEAD
Footpath by Stable Cottage	All pupils are informed that this area is out of bounds at all times. Appropriate fencing will be added.	All staff	HEAD
Staff Changing Rooms (Male and Female)	All pupils are informed that these areas are out of bounds at all times	All staff	HEAD
Storage shed (adjacent to Swimming Pool)	All pupils are informed that this is out of bounds at all times. This will be locked when not in use.	All staff	HEAD
Old Boiler House	All pupils are informed that this is out of bounds at all times. This will be locked when not in use.	All staff	HEAD
Gulley by kerosene tank	All pupils are informed that this is out of bounds at all times. This will be fenced off.	All staff	HEAD

Old Pump Room	All pupils are informed that this is out of bounds at all times. This will be locked when not in use.	All staff	HEAD
Corridors to east and west of classrooms in Stable Yard	All pupils are informed that these areas are out of bounds at all times. Doors kept locked when not in use.	All staff	HEAD