



Wychwood School

Risky Areas Policy

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Date of next Review: January 2020

Aim

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

Introduction

We are fully committed to ensuring the safety and welfare of all pupils at the School. 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.

Procedures

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.

Pupils are informed or reminded by 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 serious.

There are areas of the School site which are out of bounds without staff supervision.

These areas include:

Building or Area	Control Measures
Beyond the limit of the School grounds	<p>Younger pupils are not allowed to leave site without staff supervision.</p> <p>Older pupils are required to sign out if going off site.</p> <p>Boarders are able to leave site in line with year group permissions and following school procedures after school and on weekends.</p> <p>Parental permission is required for boarders for any evening or overnight leave.</p>
We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the Science	Accesses locked when not in use.

Laboratories, the Fitness Suite, the Boiler Rooms and the Maintenance Area	All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
Potentially dangerous areas within the school grounds	Specifically mentioned to pupils at briefing sessions
Pupils do not have unsupervised access to the grounds, maintenance, and caretaking areas of the School	Strict no-entry signs and doors locked where appropriate
School Kitchen	Supervised by catering staff until 7.30 pm
Laundry	Supervised by Laundry staff in the mornings. Locked when unoccupied
Basements	Appropriate doors locked
Electrical & Gas Outlets	Securely locked off Warning notices placed
Rood voids & lofts	Accesses locked
Ceiling voids	Accesses locked
IT Switch rooms and cabinets	Accesses locked
Fitness Suite	Access locked, key needed and only handed out to girls above a certain age, and in pairs

Boarding Specific

During the school morning boarding areas are closed and boarders are integrated into the day-school life. Therefore unless a boarder is ill or for reasons known to boarding staff, boarders are not allowed into the boarding accommodation during the mornings except with permission. Girls may go to the boarding areas at break or lunch briefly to collect items. Study II pupils may work in their rooms after lunch.

At the end of the school day all boarders have afternoon tea at 3.50pm. Pupils below the Sixth form are then expected to be in the Library or history room for prep from 4.15 pm until supper at 6.40 pm with a 20 minute break. Registers are taken at supper, after which girls retire to their accommodation or take part in evening clubs and activities.

Boarders' evening clubs and activities are potentially run from 7.00 pm each evening and all boarders are able to attend. Should they wish, boarding pupils may play in the grounds, go to practise music, play tennis or other outdoor sports, use the Fitness Suite (following school procedures and with correct permissions) or have free time in the house. Boarders are expected to sign in and out whenever they leave the houses.

All boarders are expected to return to their boarding houses between 8.30 and 9 pm (based on age) and report for bed to house staff. External doors are locked from 9.00 pm until 7.00 am.