



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*

## Pupil Access to Risky Areas Policy

OBHP32

Policy owner: Director of Finance and Operations

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## Pupil Access to Risky Areas Policy

### Aim

Old Buckenham Hall School is proud of the quality of its pastoral and boarding care. From the very youngest children in the Early Years Foundation Stage to the young people who are given much more freedom to utilise the Schools facilities, appropriate to their age. However, the key principles of effective supervision and control of defined hazards by careful risk assessment are central to our approach.

1. Children in the Early Years Foundation Stage, are closely supervised throughout the day with playtimes in restricted areas. Pupil access to wider areas of the grounds is risk assessed and managed by the staff responsible for an activity.
2. Risk assessments and procedures in place provide a clear protocol for staff supervising pupils while they undertake outdoor learning activities in the grounds. They cover a wide range of potential hazards including water, traffic, strangers, uneven and steep surfaces, dogs, berries, fungi, brambles and nettles. Risk assessments are also in place for pupils' use of outdoor play equipment.
3. Pupils have considerable freedom to use the site's facilities and there is a degree of reliance on their integrity. School rules govern those leaving the site for appointments and they sign out at Reception during the school day, with boarders leaving boarding houses by agreement with the Head of Boarding or staff on duty.
4. Out of bounds areas are defined, supervision is provided in classes and houses throughout the day and some areas such as the sports hall and swimming pool can only be used with adult control. Risk assessments are in place for key areas. Roof areas are locked at all times and external grounds beyond the perimeter fence are out of bounds for pupils. Pupils are encouraged to remain on paths and designated playgrounds. Windows are allowed to be fully opened for ventilation purposes with window guards in place to prevent accidental falls.
5. Certain areas of the sites are considered out of bounds:
  - Laboratories are locked when not in use
  - Boiler rooms and plant rooms are locked
  - Estates Team workshops and site
  - Art and D&T workshops are locked when not in use
  - The swimming pool is locked with access only at set times when supervision is in place

- Pupils use codes to access all buildings
  - All high level windows have restrictors fitted preventing access onto roofs
  - Ladders to roof areas are secured
  - Sports facilities, like the sports hall, are only used in defined circumstances and under supervision
  - Roof levels and high areas are not to be accessed by pupils
6. Speed limits are in force and wherever possible there is traffic and pedestrian separation with use of pedestrian crossings and promoted safe routes about the sites.
  7. Public footpaths border and cross the grounds, generally frequented by dog walkers. Younger children are supervised when outdoors. Appropriate signage, external gates, surveillance cameras and staff vigilance ensure safety.
  8. There are two ponds to the rear of the Mansion. Children play near the ponds but only under supervision, at other times the area is out of bounds.
  9. Periodic walks of the site by supervising staff and key Estates Team members ensure review of the grounds/buildings with attention to reduction of risk and avoidance of harm.