



SENDAT POLICY

This policy is reviewed biennially by the
Provision, Standards & Attainment (PSA) Committee.

To be read in conjunction with but not limited to:

SENDAT Health & Safety Policy

Student Behaviour Policy

SENDAT Safeguarding and Child Protection policy

and other relevant policies and procedures

History of Document

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POLICY STATEMENT

At any school, there are bound to be areas within the buildings or the grounds that are considered to present risks to the safety of students who may accidentally or deliberately stray into them. This policy outlines SENDAT's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of the School buildings and grounds at all schools in the Trust.

This policy should be read on conjunction with the Health and Safety Policy, Risk Assessment Policy, Missing Child Policy and Procedure, and all relevant risk assessments.

PROCEDURES

SENDAT 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 notice are placed to describe the danger.

Some of the School grounds away from the main buildings, such as the school field, are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness. Students are informed or reminded regularly by care and school staff of the dangers of entering riskier areas of the school. They are made aware that to enter such an area deliberately is regarded as a serious disciplinary matter that will be dealt with in an appropriate manner.

Parts of the buildings containing hazards are secured with conventional locks or fob/swipe locks. It is the responsibility of all staff to ensure that keys and fobs/cards are kept securely at all times and cannot be accessed by unauthorised persons or by students.

All risky areas are designated Out of Bounds to students, which is communicated to them verbally when necessary, through assemblies and by appropriate signage.

The Headteacher/ Head of School will conduct a Risk Assessment of the site boundaries on an annual basis. The caretaker is responsible for checking the condition of the site boundaries and buildings daily, reporting any concerns to the Headteacher/Head of School immediately and taking remedial action where possible.

Unsupervised access by Students

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the kitchen and caretaker's stores. Doors to these areas are kept locked at all times when not in use. All flammables and chemicals are kept securely locked in appropriate storage facilities. Students are not allowed to use sporting equipment without supervision.

There are areas of the School site which are out of bounds to students. These areas include: school kitchen, boiler room, laundry, cleaning cupboards, chemical stores etc. Each school site has a specific list.

Appendix A – Chalk Hill

Appendix B – Priory

Appendix C – Stone Lodge

Appendix A – Chalk Hill

Area	Control Measures
The Dell	Advise all students that it is out of bounds, unless accompanied by staff. Follow procedures for students off site (see Missing Child Policy and Procedure).
Roof	Roll bars installed to deter access. Students advised of the risks. Other students kept at a distance if a student accesses the roof. Staff to speak calmly to any student on the roof, using their knowledge of the child to persuade them to come down safely. Parent/carer to be called. Consequences to be put in place.

Kitchen	Door from corridor kept closed and secured with lock operated by fob. Serving hatches kept closed except when meals are being served. Sharp knives kept in a locked cupboard when not in use.
Cookery Room	Door from corridor kept closed and secured with lock operated by fob. Sharp knives and potentially dangerous items kept in locked cupboards when not in use.
Laundry	Door from corridor kept closed and secured with lock operated by fob.
Caretaker's Shed and Store	Kept locked when unattended.
Boiler Room	Kept locked when unattended.
Drive and car park	Gates and fencing in place between student areas and drive/car park. Students advised that the area is out of bounds. Consequences put in place for students who enter this area. Staff to supervise students entering this area.

Boarders

During the School day boarders are out of the residential area and in school. Therefore unless they are ill or for other reasons known to care staff, they are not permitted in the residential area during school hours. Day students are not permitted in the residential accommodation.

Appendix B – Priory School

Area	Control Measures
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Roof	Students advised of the risks. Other students kept at a distance if a student accesses the roof. Staff to speak calmly to any student on the roof, using their knowledge of the child to persuade them to come down safely. Parent/carer to be called. Consequences to be put in place.
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Kitchen	Doors have access control on them. Serving hatches kept closed except when meals are being served. Sharp knives kept in a locked cupboard when not in use.
Cookery Room	Skills centre is secured with control access. Sharp knives and potentially dangerous items kept in locked cupboards when not in use.
Laundry	Door access kept closed and secured with lock unless staff working in Laundry
Caretaker's Shed and Store	Kept locked when unattended.
Boiler Room	Kept locked when unattended.
Drive and car park	Gates and fencing in place between student areas and drive/car park. Students advised that the area is out of bounds. Consequences put in place for students who enter this area. Staff to supervise students entering this area.

Boarders

During the school day boarders are out of the residential area and in school. Therefore, unless they are ill or for other reasons known to staff and agreed by Residential Team, they are not permitted in the residential area during school hours. Day students are not permitted in the residential accommodation.

Appendix C– Stone Lodge

Area

Control Measures

Roof

Students advised of the risks. Other students kept at a distance if a student accesses the roof. Staff to speak calmly to any student on the roof, using their knowledge of the child to persuade them to come down safely. Parent/carer to be called. Consequences to be put in place.

Kitchen	Door from corridor kept closed and secured with lock. Serving hatches kept closed except when meals are being served. Sharp knives kept in a locked cupboard when not in use.
Cookery Room	Door from corridor kept closed and secured with lock. Sharp knives and potentially dangerous items kept in locked cupboards when not in use.
Caretaker's Shed and Store	Kept locked when unattended.
Boiler Room	Kept locked when unattended.
Drive and car park	Gates and fencing in place between student areas and drive/car park. Students advised that the area is out of bounds. Consequences put in place for students who enter this area. Staff to supervise students entering this area.