



Europa School UK

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Europa Site Access and Security Policy

| Version and Date | | Action/Notes |
|----------------------------|------------|-------------------------------------------------------------------------------------------|
| V1.0 | 21.08.2018 | |
| V2.0 | 04.10.2019 | Updated following the installation of two need automatic front gates New opening times |
| V3.0 | 01.09.2020 | Updated for new academic year |
| Review Date August 2021 | | Update for new academic year for reopening of the school after COVID closure |

Review frequency: Annually.

The site benefits from a fence which limits entry to 7 points:

- The main front gate is controlled (via intercom) and observed by CCTV by the main reception office. This entrance is reserved for teaching staff (with FOB access), deliveries, and visitors. This gate is not designed for pedestrian or cycle access.
- The Thame Lane gate is the main students' entrance - This is open during the following times

School day: morning 08:00 - 08:25 evening 15:00 - 18:30

Saturday term time: 09:00 - 15:00 for activities.

The gate is closed at all other times and is operated via CCTV and buzzer intercom control in the two reception offices (main reception and old Europa reception in hostel block 08:30 - 09:15 only). At break and lunch times the rear gate will be supervised by school staff.

- The Thame Lane bus gates are normally locked. Access to buses is always supervised by members of staff according to a supervision rota.
- The cycle/pedestrian gate entrance at the front eastern edge of the premises is a new automatic gate which has the following opening times:

School days: mornings 08:00 - 09:00 afternoons 15:00 - 18:30

Wednesday afternoons: 12:00 - 18:00 (for extra-curricular activities)

At all other times entry via an intercom with the main reception.

- The bridge entrance gives access to and from the sports field. This code is given to staff only on a need to know basis. It is no longer needed for access to local buses due to the discontinuation of the service.
- There are two fields (same side of road as school) access points which are padlocked and only opened by teachers for access to students with supervision.

Secondary S7 students are able to leave the site during the school day if they are 18 or they have the written consent of their parents/guardians. Secondary students will be able to arrive and leave by the rear and front cycle gates only for authorised absences during the school day. They must sign in and out at the main reception and have parental/guardian consent prior to the absence.

Visitors

A visitor is defined as any person seeking to enter the school site who is not an employee of Europa School UK, KiddyLinguistics PreSchool or Culham after school club or a student currently enrolled in the named schools.

All visitors to the site should use the front entrance unless there is a prior agreement and appropriate visitor supervision to allow access from the rear of the school.

Visitors and Parent Volunteers are required to sign in and wear a lanyard with a school logo visitors Badge.

Contractors and staff from agencies must follow the same procedure. Certain organisations e.g. NHS, OCC sign in, but may carry their own visible identification if they are regular visitors.

Governors (except staff governors) are visitors to the school and should follow the visitors' procedure. Governors have a separate signing in book.

Europa primary and secondary staff are encouraged to become well enough acquainted for easy recognition of staff and must wear a staff badge. All Europa School staff are instructed to challenge politely anyone onsite who is unfamiliar and not carrying a visible admissible badge.

The site team have mobile phone contact with management to warn of any immediate concerns such as a stranger on the premises or an unforeseen hazard.

Parents of Europa School and KiddyLingusitics are Visitors to the Site and should adhere to the Site Visitor Policy and access the Site via the Front Entrance to attend individual meetings during the School day (8:30 - 15:30). They should not walk across the site from the Thame Lane or cycle/pedestrian gate entrances to attend individual meetings.

Parents should sign in as visitors at the main reception for all individual parent consultations. For organised parent events, supervised access will be via the Thame Lane gate entrance.

Parental Access to the School Site at the start and end of the school day

At the start of the 2020-21 academic year contingency arrangements are in place due to the capital works programme.

The extended layout of the primary school in relation to the pedestrian rear access requires that parents with children in reception to P3 need to escort their children to and from primary classrooms/areas. This supervised access is possible 8:00-8:35 and 15:10-15:35 each school day. At lunch, by prior agreement, parents of reception children may collect them from the classroom at 11:30 to return home.

Parent access at these times must be of a limited time duration and parents are requested to return to the covered area close to the Thame Lane gate to wait for their children in higher year groups or else leave the site immediately. Children in P4 upwards can be allowed to access their classrooms without parents needing to enter the site.

The cycle gate access at the front of the school can only be used from 8:00-9:00 and 15:00-18:30 each school day. At other times it will be operated via the intercom with the main reception. **Cyclists must dismount at all times while on the school site.** Parent cyclists accompanying their children are only allowed to escort their children in reception to Year 3 on foot to their classrooms and must leave the site immediately.

In the case of use of the field overflow car parking, access for parents is via the tennis courts. A school message will be sent to the school community on the days that the overflow car park is in operation.

Given the current COVID pandemic parents are not allowed in any classroom. If they want to speak to a teacher they must make an appointment and the meeting will be online... Parents should contact reception preferably by email to request a telephone call or an online meeting.

Parental Access to the School Site for KiddyLinguistics and After School Club

Culham After School Ltd., trades as KiddyLinguistics PreSchool and Culham after school club

The nursery operates on the school site during the school day in the Grimm, Tower Block and Hostel block. All staff have undertaken child protection training and have valid Disclosure Barring Service (DBS) checks. Parents bringing and collecting children must use the rear gate and use the buzzer and intercom to the rear reception office. Europa School UK will work closely with Culham After School Ltd. on all aspects of safeguarding with matching policies and regular policy reviews.

Designated safeguarding leads: Ruth Mullen and Victoria Clyde Matthews

Parents should use the Thame Lane pedestrian gate for access and follow the KiddyLinguistics visitors' procedure which has been agreed with Europa School UK. The start and end times of the nursery are 8:30am and 15:10. Parents should leave the site before 09:00 in the mornings.

Access to KiddyLinguistics during the day by parents or visitors should be via the Abingdon Road entrance and parents or visitors must sign in at the Europa main reception. The nursery has 20 days allocated to settling in new children - on these days the new parents will arrive at 10:00 and have a special access arrangement via the front gate.

Access to the After-School Club is via the rear gate from 16:00 onwards.

Emergency vehicle access to the site

Emergency vehicles may access the site via any Front or rear vehicle access point depending on the emergency. Site users should be prepared to clear access routes quickly in any emergency situation. Emergency personnel will be in contact with the main reception and their visit will be logged. Members of the senior leadership team will be contacted.

Intruders on the school site

In the event that an unidentified individual is seen on Campus during normal school hours (Mon. - Fri. 8.00am - 4.00pm term-time) this must be reported immediately to School Reception by calling 01235 524060 or using the internal code. Members of the senior leadership team will be contacted. Callers should remember to report the approximate location of the unidentified individual and also include a brief description of their appearance.

In the event that an unidentified individual is seen on Campus outside normal school hours, please email using principal@europaschool.uk