



Haberdashers' West Midlands Academies Trust

Haberdashers' Adams

ACCESS AND SECURITY POLICY (DAY AND BOARDING)

2025-2026

Access and Security Policy (Day and Boarding)	
Named Responsibility of Policy	Mr D Biggins
Date of Policy	December 2025
Date of next Review	December 2028
Governor Accountability	PSW Committee

1) Introduction.

- a) At Haberdashers' Adams it is our aim to keep our pupils, staff and visitors safe, and to continually review our procedures and infrastructure in order to achieve this aim. We wish to provide a combination of clear guidelines, as well as building a sense of responsibility and common sense in our pupils.
- b) As such, in the context of keeping our staff and pupils, as well as our site, as safe as is reasonably possible, Haberdashers' Adams links both right of access, and the need for continuous and deliberate safeguarding within this policy.
- c) We recognise the reality that Haberdashers' Adams has grounds that are easily accessible. In particular:-
 - The school is located on the High Street.
 - there are multiple entrances/exits to the site and a right of way through the middle, but not all the way.
 - Junior Boarding (Longford Hall) and Senior Boarding (Beaumaris Hall) houses and grounds are easily accessed from many points and are both separate from the main school site.
- d) This policy links to and acts further to the Parent's licence to enter the school.

2) Members of the public on site.

People outside the school community will only be able to access the main school site during the school day through Reception. Beaumaris Hall car park can be accessed by the public but the building itself cannot. Longford Hall (the grounds, rather than the accommodation itself) has many areas of access that are impossible to secure (within reason).

- a) The School recognises that there will on occasion be legitimate reasons for members of the public to be on site.
- b) The School also recognises that it must be diligent in respect of individuals entering the School sites without permission and do all it can to prevent this.

3) What the school does to secure its premises.

Due to significant investment in 2017 and 2021 the main site is now secure during the school day. This has been achieved through the investment in fencing and automatic gates, and a securing of the other entry points on Beaumaris Road, on Salters Lane and on the High Street. As such all visitors to the site must enter via reception, where they cannot gain further access due to a locked door and reception staff.

Over-arching all of our practice and procedures is the expectation that School operates a "culture of challenge," encouraging staff and pupils to offer to help any strangers on site. Where suspicions remain, staff and pupils know how to find a member of staff.

To this end:

- a) Visitors to the main school are directed either to reception, or to the maintenance office and are required to sign in and given visitor badges to wear visibly for the duration of their visit.
- b) All contractors are required to have a DBS check if they are working on site for a prolonged period. Otherwise, they are accompanied by staff.
- c) Visitors to the boarding houses are directed to enter through specific doors, at the Housemaster's discretion (usually the main entrance). The parents' handbook provides instruction to parents on this matter.
- d) The Junior Boarding Housemaster, the residential matron and other members of staff live on site at Longford and challenge any intruders. A road barrier may be used to prevent access to the Hall by vehicle.
- e) The Senior Boarding Housemaster, Residential Housekeeper and tutor(s) live on site at Beaumaris Hall. The only access point is through the front door, which is coded.
- f) There is clear signage at Longford and Beaumaris Halls that marks the land and buildings as private property in order to deter intruders.
- g) With the exception of boarders in the grounds of Beaumaris Hall only, the sixth form are not permitted to park onsite (rules on this are made clear in the Sixth Form Handbook)
- h) Parents are permitted to use the school car park for events held on site, although are not permitted to do so if for the sole purpose of collecting and dropping off children.
- i) Unknown visitors on site should be challenged by staff and staff are periodically reminded to do so.

4) Longford Hall

- a) Parents use the bottom car park which is over 100 yards away from the residential boarding house, unless they are boarding parents, in which case they may park at the designated space for boarding parents which is behind the Coach house.
- b) For major school events, parents exit Longford by turning left to ease traffic on Longford Road.
- c) Pupils may only park at the bottom car park.
- d) Staff will be deployed to manage cars when there is a major school event.

5) During the School day; registering pupils

In an attempt to ensure safety for all within the school, it is recognised that there are procedures for registering pupils in both day and boarding. See *Registration and Attendance of Policy and Boarding Procedures*

6) In the Boarding Houses

With two boarding houses in accessible areas, this area is particularly acute in this context.

- a) A register is taken in all Houses at breakfast, at tea, on return from school and at bedtime.
- b) Pupils are allowed out of their House at various times during the day either to attend School activities or socialise. This varies depending on their age and their place on the Status system.
- c) When doing so, they are expected to 'Sign in' and 'Sign out' of the House using the REACH boarding software that prevents any pupil signing in or out for one-another. This is so that the Housemaster and/or duty tutor knows of their whereabouts. Parents are involved in this process as and when applicable.

7) Entry to the Boarding Houses.

It is important that right of access to the boarding houses is clear.

- a) Parents are allowed access to the House but are expected to let the Housemaster/Housemistress know of their visit – more detail is contained in the boarding parents' handbook
- b) All School visitors to the Houses must 'sign in' in the evenings and will be accompanied at all times.
- c) Any other member of the public entering the House must have the express permission of the Housemaster/Housemistress and will be kept under sufficient staff supervision to prevent them from gaining unsupervised access to pupils. This supervision is at the digression of the Housemaster/Housemistress but should be in keeping within the letter and spirit of the National Minimum Standards for Boarding Schools.

8) Other visitors.

There can be a range of other reasons that lead to members of the public visiting either boarding or the school site.

- a) External maintenance staff must report to the Maintenance office before entering a Boarding House and/or the school site and must carry identification and a 'School Visitor ID' clearly displayed.
- b) All external contractors and School staff should be checked to DBS level in accordance with the Law.
- c) All School staff with unsupervised access to pupils will have had a statutory Enhanced DBS check prior to employment. This includes boarding staff family members older than 16 years.
- d) The Boarding Houses have a few points of entry from within the grounds and all of these have 'combination lock' doors.
- e) If pupils encounter unregistered visitors, they are to inform the Housemaster/Housemistress, duty tutor or the school office. The police should be contacted immediately, and the Headmaster informed of instances of gratuitous attacks on pupils.

9) Boarding Safety (final points)

- a) The Boarding Houses are alarmed at night.
- b) Windows are generally barred or fitted with restraints for both security and safety reasons.
- c) As far as practical, House perimeters are fenced, and sensor

- lights are fitted to external walls.
- d) Pupils are regularly reminded that security is important.

10) Closed-Circuit Television (CCTV)

CCTV is in place on all entrances/exits to the main school site and at Beaumaris Hall, with an agreed plan for this to be in place at Longford Hall having been made.

This is used initially as a deterrent to intruders, but also can be reviewed in the case of current or prior incidents of trespass. If any suspicious behaviour is seen, this will be shared with police.

11) People using school facilities

A number of visitors use our facilities, in return for a rental cost. The manner in which they are managed (with respect to access) can be referred to through the Marketing department but none of these activities occur when there will be access to pupils i.e., during the school day.