



THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

**The White House Preparatory School  
And  
Woodentops Day Nursery**

**Risk Assessment: Site Access and Departure**

In addition to the 2 gates onto the drive, the site and buildings have 3 points of access:

1. Main door at centre of the building
2. Side gate entry to the Garden also Pre Rec (to the right as looking from the road)
3. Side gate entry to the Day Nursery and Office (to the left as looking from the road)

All are secured by one of more of the following:

1. Secure lock which can be released remotely from the school office once individual has been identified. The main door and side gate to the right have video and audio facility for confirmation of identification and communication.
2. Keypad to both side gates with different entry numbers. These are held by employees and not shared with anyone – children and parent/carers.

**Access – general overview**

School is located on a relatively quiet street. The road is used as a cut-through from time to time and with a primary school along the road drop off gently overlap. Other than pedestrians accessing the primary school, pedestrian traffic is extremely light. The area is significantly residential and the school is less obvious (despite the White House building) than it might be in a more commercial and well used location. Whilst there is no complacency and vigilance remains high there is also the assessment that risks to the school, it's pupils, parents and staff in terms of stranger access, also as a potential target is relatively low.



**Principal Mrs M. McCahery Cert Ed Headmaster Tony Lewis, BD, MA, PGCE**  
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**Access Procedures: Morning Arrival**

- Early Bird Club opens at 08.00 with access by the side gate right. Pre lesson clubs run in the Garden and studio also from 08.00, all are led by staff whose responsibility includes supervision of access.
- Front door and side gate to right are open for pupil arrival and supervised by a senior member of staff 0830-0900.
- Children arriving after 09.00 report to the DN gate with their parent/carer and ring the buzzer. The office will advise but it is usual for a member of staff to open the Gate and escort the child to class once they have been signed in. All children arriving after 09.00 will be signed in in the register and most usually are marked as late unless the reason is known and relates to other educational activity (e.g. 11+ exam or interview) in which case “educated off site”.

Issue	Control measure/provision	Risk
Early Bird & Clubs: Parents entering the school without staff being aware.	Side gate secure at all times. Buzzer access to School Office to access. Buzzer alert to EYS so staff can meet parent at gate. Club staff share supervision of the gate entrance/exit.	Low
Unknown person accessing school site	Staff supervising ensure they identify every person accessing – children and adults.  Direct visitors to the School Office for signing in and confirmation of identity through documents.	Low
	Bikes and Scooters may be stored inside both side gates which are supervised at arrival times. The member of staff on the gate is responsible for ensuring the child delivers their bike/scooter, exits to their parent/carer back through the gate and enters appropriately through the front door.	Low



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	Lock Down procedure in place and rehearsed.	
Parents entering the building and departing by an acceptable time	September – parent/carer encouraged to take children to classrooms until routine established and familiarity is secure. For Reception greater time is given for settling.  Site is “swept” by Head or/and SLT to ensure parents/carers have left.	Medium
	Parent/carer allowed to enter building if there is a need (e.g. access lost property, speak to teacher about a pressing issue.	Medium
	Staff on door to acknowledge and identify every parent/carer who enters the building and to note as and when they leave. If parent/carer known to be on site after 09.00 (not by arrangement) then school site to be searched and parent/carer to be politely encouraged to leave and to be escorted to the door/gate.	Medium
Child leaving the building following their parent/carer	2 staff supervising main door where greatest number of pupils entering. The second inside the front door to look inwards and to watch for children trying to depart by the door.	Low

### Visitors

- All visitors are advised to report to the front door or DN Gate where they buzz the School Office. Someone will come to the entrance to meet/collect the visitor whose identity will be verified and they will sign in. All visitors are escorted around the site unless they are known and have shown a current and appropriate DBS.
- Pupils are briefed not to open the front door to visitors and this is monitored at all times.



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- All visitors must be signed out at the front door or at the School Office.

#### **Deliveries**

- Deliveries report to either the DN Gate or main door from where they are directed either to the main door or side gate left where they are met by a member of staff who will either take delivery or escort the carrier to the appropriate place and then escort them off site.
- Lunches are delivered anytime between 11.30am and 11.45am. The driver (Francis) reports to the main door from where access is enabled and he works with the dinner ladies to bring the food into the school. The main door must be secure at all times either by remaining closed except for moments of access or supervised by one of the lunch staff as convenient. Lunch staff have been briefed that the main door must never be left open unsupervised.

#### **Dismissal**

For pick up outside of normal dismissal times:

- Pupils and parents are briefed that they report to the school office who will liaise over collection.
- Parent report to the main door or DN entrance and communicate with school office who will normally bring the child to the front door. However if the child is unwell parents will be taken to the child.
- All children are signed out by the school office.

Pick up at normal dismissal times:

1. Garden Gate, Main Door and DN Gate are all used with staff and parents briefed appropriately. A minimum of 1 staff each supervises the Garden Gate and DN Gate, a minimum of 2 staff on the main door.
2. End of clubs (various times) – club leader is responsible for the handover of each child with staff and parents briefed about which entrance will be used according to the club..



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3. Homework Club – Natalie is responsible for the handover of each child.
4. No child can be handed over until proper identification to the responsible adult and that they are as agreed by parents.

Issue	Control measure/provision	Risk
Children leaving the building unsupervised	<p>Garden Gate (EYS end of morning and end of day). The gate is supervised by a member of EYS staff who will ensure children are ready and are handed to an identified and agreed responsible adult. Gate is secured when not supervised.</p> <p>Main door is supervised by 1 member of staff in addition to the class teacher or class TA. All will work together to identify parents. Door is closed when not supervised.</p> <p>End of School dismissal:</p> <ul style="list-style-type: none"> <li>DN Gate - Yr 3,5&amp;6 dismissed by class teachers</li> <li>Garden Gate – Pre Rec, all children access scooters and bikes. Gate supervised.</li> <li>Front Door – Rec, Yr1, 2 &amp; 4 dismissed by TA and class teachers.</li> </ul> <p>Club dismissal:</p> <ul style="list-style-type: none"> <li>Garden Gate: Choir, Drama, Karate &amp; Sports Clubs</li> <li>DN Gate: Year 6 11+ club</li> <li>Front Door: all other clubs</li> </ul> <p>Physical handover to an identified and approved responsible adult is mandatory.</p> <p>HT/SLT on Drive/Garden gate with view of drive and entrances and therefore additional monitor of parent/carer and child movement.</p>	Low



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	Particular supervision given to children transiting to DC with Club Leader supervising their welcome/arrival and head counts.	
Overcrowding of drive	The Drive is cleared of all vehicles except the school minibus.	Low
Stranger entering the building/site	All people trying to access the site are identified before being allowed to access. If unknown then identity is verified. If a visitor (e.g. delivery) they are directed to the appropriate entrance and the School Office.	Low
Homework Club	Parent/carer ring the front door bell and are allowed to enter by Natalie, the Headteacher or other member of staff once identity has been verified.  Parent remaining inside the building: Parent/carer leave the building by the front door and Natalie ensures they have left.	Low
Child not collected	Homework club has access to a school phone after the school office shuts (1700-1800) and access to parent contact details. See Missing Child Policy & Procedures for when a child is not collected on time. But: <ul style="list-style-type: none"> <li>• Natalie will attempt contact with parents.</li> <li>• After agreed time and no contact Natalie will call a senior member of staff most likely Tony, Laura or/and Grace who will advise.</li> </ul>	Low



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<b>Policy will be reviewed annually</b>			
Created/Reviewed i.e. drawing together elements appearing in other policies/RAs and developing further:	Jan 19	By:	Headteacher
Reviewed:	Sept 20	By:	Headteacher
Reviewed:	Sept 21	By:	Headteacher
To be reviewed:	Sept 22	By:	Headteacher



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