



S46 ACCESS TO SCHOOL PREMISES

Only staff employed and vetted by the school have unrestricted access to school premises. All other visitors (including parents and carers, contractors, and unchecked staff) are required to request access by ringing the front door bell. They will then be signed in and issued with a visitor's badge. Staff not employed by Westminster Abbey or Westminster Abbey Choir School will be chaperoned while on the premises. Other visitors will be escorted to the Reception Room at 3B Dean's Yard where they will be met by the relevant member of staff or by their son.

Catering staff may not have access to the school. They enter the kitchen area via the kitchen door and their duties do not extend beyond the kitchen and dining room. Catering staff may visit the school office, the headmaster's study and the staff common room if required in the course of their duties, but they do not have permission to enter other parts of the building without prior arrangement.

Visitors will not be allowed to wander unrestricted through the school, and even supervised access will be restricted in the case of access to certain areas of boarding accommodation and certain times of day. Under *Prevent* the school has clear protocols for ensuring that any visiting speakers, whether invited by staff or by the pupils themselves, are suitable and appropriately supervised. Visiting speakers will not be left alone with pupils.

Closed circuit TV cameras allow visual surveillance of the front door from the school office and the Headmaster's study. A further CCTV camera monitors the gate to Great Smith Street and its feed is recorded in order to allow review in the event that an incident occurs.

Boys are regularly reminded that they are not under any circumstances permitted to open the front door without the express permission of a member of staff, nor are they allowed to admit anyone – even a known parent. While they are playing on Dean's Yard, the front door is manned at all times by a member of staff.

See Also S21 – Building Security