



S46 Access to School premises by people outside the School

Reviewed: Education and Policy Committee

Approved: Full Governing Body

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Next Review Date: December 2025

INTRODUCTION

This policy is written with respect of DfE guidance, in particular “Keeping Children Safe in Education 2024”. The School’s Pupil access to risky areas of school buildings and grounds Policy (S47) is also of importance in this area.

The aim of this policy is to safeguard the pupils and employees of the school; to ensure that all possible steps are taken to manage the risks of unsupervised access to pupils by “unchecked” adults and also to ensure ancillary and contract staff are adequately supervised.

Access to School Premises

Only staff employed by the Abbey and in receipt of an enhanced DBS check and appropriate safeguarding training 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 and red lanyard. Staff not employed by Westminster Abbey or Westminster Abbey Choir School and in receipt of an enhanced DBS check will be chaperoned whilst on the premises. All wider Abbey staff and volunteers undergo appropriate vetting checks that include an appropriate level of DBS criminal record check and they also receive safeguarding training. Key Abbey staff, such as Clergy, Engagement, Learning, and members of the Security, Works and Music departments, have enhanced DBS checks in addition to other checks including a barred list check.

Other visitors will be escorted to the School Office where they will be met by the relevant member of staff.

Catering staff 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 headteacher’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 the Prevent Duty, 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 and appropriate checks will be carried out prior to them coming into school. (See S72 Visiting Speaker Policy).

Closed circuit TV cameras allow visual surveillance of the front door from the school office and the Headteacher’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.

The front door can only be opened by a named member of staff who is in receipt of an individual access fob. In an emergency, pupils can pull the green emergency release lever by the front door, but this will immediately sound an alarm linked to the Security Beadles who will immediately come to investigate. While the boys are playing on Dean’s Yard, the front door is manned at all times by a member of staff.