

<b>Elizabeth Woodville School</b>	
Policy Name:	EWS Gate Safety Procedure
	Student Entrance and Day Nursery entrance
Owner:	Assistant Headteacher
Statutory:	No
Date Ratified	Review date
November 2018	November 2019

### **Aims and Outcomes**

- As per the Safeguarding Policy, all visitors to the site are accompanied/monitored whilst entering site
- All staff members at both EWS Academy and EWS Day Nursery are responsible for keeping students safe whilst on site
- All staff members at both EWS Academy and EWS Day Nursery are responsible for reporting any procedure breach made by visitors/parents of the children attending the day nursery

### **Procedure**

- The perimeter gate used for student entry is to remain closed and locked at all times
- The perimeter gate used by the day nursery is to remain closed and locked at all times
- SLT, Site staff and nursery staff will have card access to the Staffroom gate
- All staff will have access to the student gate
- P16 students will have timed access to the student gate

#### **Day Nursery**

- Any visitors to the nursery will need to adhere to the following rules regarding entrance to the nursery:
  - a). Visitors
    - are to ring the nursery bell and wait for the gate to release
    - must ensure that the gate is closed securely behind them
    - must not allow another visitor through the gate either on entry or exit
    - must not veer from the direct path to the nursery entrance
    - must not engage with students from EWS
  - b). Nursery Staff
    - are to watch the visitors enter the site from the gate at all times
    - must ensure visitors close the gate securely behind them
    - must ensure visitors do not allow another visitor through the gate either on entry or exit
  - c). EWS Staff
    - must ensure that the gate is closed securely behind them

must not allow visitors through the gate at any time.

### **Student Gate**

- No visitors are to enter through the student gate unless are signed in at reception, have a visitors badge and are accompanied by a member of staff
- Staff and P16 students are not ensure they close the gate firmly behind them
- Staff and P16 students are to ensure no visitor or uniformed student is to exit/enter the gate
- Any breach of the gate use is reported to the DSL immediately

