

Date: October 2024
Author: Bursar (SPS)
Owner: Bursary

Document No: SPS_BUR_003
Version: 001



Areas of Higher Risk in the School 2024-2025

- 1. Introduction.** This policy outlines Sherborne Prep’s procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of the School buildings and grounds. At any school, there are areas within the buildings or the grounds that present risks to the safety of pupils if unsupervised.
- 2. Procedures.** The School makes every effort to ensure that all potentially dangerous areas are - wherever possible - made secure by fencing, locking or otherwise physically preventing access to them. Areas temporarily out of bounds are fenced or cordoned off and appropriate warning notices placed to describe the danger. Some of the School grounds away from the main buildings, such as Lower Paddock, are unlit and hence unauthorised access to these areas is prohibited during the hours of darkness. Pupils are reminded regularly by Boarding House and teaching staff of the dangers. They are made aware that to enter such an area deliberately is regarded as a disciplinary offence that will be dealt with in an appropriate manner.
- 3. Unsupervised access by Pupils.** We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the Design Technology classroom, Netherton’s cellar and the Sport’s Hall storage area. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities. Pupils are not allowed to use sporting equipment without supervision. Pupils do not have access to the Grounds, Maintenance or Catering areas of the School.
- 4. Areas of higher risk.** There are areas of the School site which are out of bounds without staff supervision:

Building or area	Control measures
Beyond the limit of the School grounds – this includes the use of 5 Acre Sports Field	<ul style="list-style-type: none">• Parental permission required for overnight exeats.• Specifically mentioned to pupils at briefing sessions.
Potentially dangerous areas within the School grounds. This includes the following sections as outlined in the rows below.	<ul style="list-style-type: none">• Specifically mentioned to pupils at briefing sessions• Special attention paid by members of staff to these areas during duties.

Building or area	Control measures
Main catering facilities. This is the kitchen, store rooms, Support Staff Room and walk in freezer in Acreman, and the downstairs kitchen in Netherton.	<ul style="list-style-type: none"> ● Manned by catering staff for a significant part of the day. ● Locked when unmanned. ● Pupils advised out of bounds in briefing sessions.
Laundry	<ul style="list-style-type: none"> ● Manned by Laundry staff for part of the day. ● Locked when unmanned.
Cellars (Acreman and Netherton). Entrances to these are, in Netherton, outside the Netherton office and by the kitchen. In Acreman, it is the door by the Changing Room.	<ul style="list-style-type: none"> ● Access is always locked when not in use. ● Out of bounds sign
Electrical substation. This is located outside the Bursary.	<ul style="list-style-type: none"> ● Securely fenced. ● Gates normally locked. ● Warning notices placed.
Roof voids, lofts and clock tower	Accesses locked when not in use.
Roofs	Accesses locked when not in use.
Ceiling voids, located in the Staff work room and Netherton Attic.	Accesses locked when not in use.
Service riser cupboards and ducts (i.e. within classrooms and boarding houses)	Accesses locked when not in use.
Computer Room and computer cabinets, located outside the Staff Room.	Locked when unmanned.
Staff Room, Staff Workroom	<ul style="list-style-type: none"> ● The children are briefed regularly not to go into these offices. ● Children are reminded to knock and wait at the Staff Room door.
Plant Rooms (e.g. at back of Sports Hall)	Access locked when not in use.
Maintenance Department "Tin" located by the side of the Sports Hall.	<ul style="list-style-type: none"> ● Manned by the caretaker for part of the day. ● Locked when unmanned.
The Gardeners' Shed and Poly Tunnel, located on Lower Paddock.	<ul style="list-style-type: none"> ● The shed is locked when unattended. ● The poly tunnel contains no valuable items.
Girls' changing room (for boys) and Boys' changing room (for girls)	<ul style="list-style-type: none"> ● Changing rooms locked when not in use.
Temporary contractors' compounds and areas of work (e.g. building works, tree felling, road works)	<ul style="list-style-type: none"> ● Area fenced or cordoned off. ● Warning notices placed. ● Work programmed for holiday periods wherever possible. ● Specific hazards briefed to all pupils

Building or area	Control measures
Play trail/pirate ship	<ul style="list-style-type: none"> • Out of bounds unless teacher supervision.
Pond	<ul style="list-style-type: none"> • Fence • Out of bounds sign unless supervised

5. **Boarding Specific Information.** During the School day boarders are out of the boarding house and integrated into school life. Unless they are ill or for reasons known to boarding staff, they are to be out of the house during school hours. All boarding pupils must attend a register in the Boarding House and are then expected to be in their boarding house or designated area for prep. After prep, boarding pupils have free time in the house and with permission are allowed to play sport outside. Access is given to Music Rooms for evening practice and lessons. Spot checks are carried out by duty staff on practices and lessons take place with the Peripatetic staff. All boarders return to the boarding house by a designated time given by house duty staff.

6. **Security.** The duty boarding staff member patrols the School site in the evening and makes sure it is secure. At least twice each day, a visual patrol is carried out by the Group Custos staff of the school grounds. All doors that provide access to the main school buildings and/or classrooms areas are locked.