DULWICH COLLEGE
FOUNDED 1619

PUPIL ACCESS TO RISKY AREAS OF BUILDINGS AND GROUNDS POLICY

INTRODUCTION

1. Dulwich College has extensive grounds and buildings in a variety of locations. This policy focuses on those locations that the College has identified as risky and the protections identified are to protect all students and particularly boarders who might have unsupervised access out of school hours; it does not seek to address controls during the school day, programmed school activities or whilst boarders are engaged on approved activities authorised by BHMs or teaching staff.

ACCESS CONTROLS BOARDING HOUSES

2. There are four boarding houses located on or adjacent to the main campus: Ivyholme and Blew House (main campus) and Orchard and Old Blew (located opposite the main campus across the A205).

Orchard/Old Blew

3. Boarders are registered at regular points during the day (0730, 1600, 1830, 2115). If at any point they want to leave the boarding house, they are required to sign out with the permission of the tutor on duty (who also signs the sheet). On their return they sign back in. If a boarder wants to stay out for a night or wants to do something slightly different from 'normal' then parental or guardian permission is gained and, in addition, permission is sought from the family with whom the boarder is staying. Boarders in Years 7 – 9 are allowed out in the immediate area and boarders in Year 10 and above are allowed to venture further, including going to London. The boarders must avoid (where possible) travelling on their own and permission to leave on their own will only be granted when this is a necessity.

4. Boarders do not have access to the boarding house during the school day unless they seek permission from a member of staff. Access is gained to the house via the main door in the 'Link', using a swipe card through a locked door.

5. These rules are relaxed for those fewer boarders in Orchard/Old Blew in the Upper School, who follow the same procedure as in Blew and Ivyholme.

Blew & Ivyholme

6. Within the senior houses there are clear guidelines with a comprehensive 'Signing-out' procedure common to both houses. Outside of normal school hours boarders are expected to be in the Houses unless they have signed out.

7. Access to and from the Houses is via swipe card access control with an additional combination lock on the College Road side of the link building.

SECURITY OF AREAS

Dangerous or Risky Areas Inside Boarding Houses

8. Potentially dangerous areas in Orchard/OBH Boarding house are:

a. The cellar (houses the boiler) – this is kept locked.

b. The roof – access can be gained to parts of the roof via windows. The boys are told of the dangers and the importance of not going onto the roof.

c. The garden – including climbing trees and outbuildings. Outbuildings are to be kept locked and no access to the garden is allowed beyond 2130; the door is bolted rather than key- locked to serve as a fire escape.

9. Potentially dangerous areas within the Senior Houses are covered under separate Risk Assessments

Dangerous or Risky Areas Outside/External Areas

10. External areas which may be defined as risky or dangerous include any area where lone boys or groups of boys might be at risk through unsupervised access particularly in silent hours, at weekends or any other leisure time when boys might be free to roam the campus, or where the spirit of adventure might lead them to explore.

11. Such areas include places where chemicals, tools or machinery may be stored, general storerooms, Science, DT and Art facilities, service supply areas e.g. boiler rooms and electricity plant rooms, or where there might be particular hazards e.g. at height, large areas of water, busy roads, damaged or dangerous buildings or where contractors works are in progress, cellars, or risk of falls e.g. subterranean holes, significant sharp drops i.e. from a wall or down precipitous slopes. In short, any area where an adventurous boy might get himself into trouble and be beyond immediate help.

School Buildings/Classrooms

12. During out of school hours all College buildings will be locked down and alarmed. Alarm codes and keys will be held by the Security team in the Security Lodge and where appropriate by the department head/teacher/manager responsible for the building.

13. Boys requiring access to these buildings out of hours should request access through a member of the teaching staff.

14. Departments Heads for Art, DT and Science are responsible for ensuring that the appropriate procedures are in place to ensure that no pupils have unsupervised access to laboratories or work rooms. These rooms should be locked when not in use.

15. The Head of Maintenance is responsible for ensuring emergency cut-offs are tested regularly and serviced in accordance with the manufacturer's instructions.

Storerooms, Boiler and Plant Rooms, Skip Yard

16. All storerooms, boiler and plant rooms are to be kept locked at all times. Keys are to be held in the Security Lodge and where applicable the Maintenance Building. The Security Lodge and Maintenance Building will be locked when not occupied.

Grounds Equipment & Storage

17. All grounds equipment, tools, chemical, fertilisers etc are to be secured in the Grounds Shed. Chemicals, pesticides, fertilisers will be stored and controlled under COSHH regulations. The Grounds Shed will be secured, locked and alarmed outside of working hours.

High Places & Cellars

18. There are a number of high places (such as the Clocktower) cellars throughout the campus. All access doors and panels to roof spaces both inside (e.g. loft space), external high areas (towers and roof spaces) and cellars are to be kept locked at all times. Keys will be held in the Security Lodge and in the Maintenance Building. And access strictly controlled.

19. Ladders and climbing equipment will be kept in stores which will be locked at all times. The many trees on campus might be attractive for boys to attempt to climb. Some latitude for such exercises may be permitted where trees are small and there is limited risk of fall from height. The risk of tree climbing activities of large trees will be managed by judicious pruning of trees wherever possible and staff oversight.

Contractors Works, Damaged or Unsafe Buildings

20. Temporary works, especially scaffolding, offer attractive climbing activities to high-spirited boys. Building sites are dangerous places. Strict controls of access to building works of all kinds will be maintained by contractors under the appropriate CDM regime and Method Statements will be made available for inspection by College management or their delegated authority.

21. Unsafe buildings will be kept locked at all times. No unauthorised access will be permitted. Keys will be held in the Security Lodge.

Road Safety

22. The roads around the campus pose a particular risk to boys. The A205 in particular is an extremely busy road and Orchard/OBH boarders will be thoroughly instructed in road safety by the BHM and boarding staff. The BHM will ensure a regime for safe crossing of the A205 by boarders seeking access to the main campus, as follows:

23. The duty member of staff escorts the boys to the pedestrian crossing (College Road) at morning and evening times for the school day and meals. Senior boarders will be permitted to make their own way, safely and using the pedestrian crossing.

a. Boarders are always to cross at the pedestrian crossing when not with a member of staff.

b. There are regular reminders about road safety in house meetings.

24. The risks of local, minor roads should not be underestimated, especially College Road, which is a regular thoroughfare for boys crossing from the main campus to the Tank Fields or PEC. Senior boarders in the houses adjacent to this road are to be made aware of the dangers of crossing College road and the need to use the designated zebra crossing outside the main College Road Gate.

Security Staff Vigilance

25. The main campus and Sports Centre are covered by CCTV and patrolled by security staff during silent hours.

26. Security personnel manning the Security Lodge during out of school hours are to be vigilant for activities carried out by boys on site which might place them at risk e.g. climbing large tree, reckless behaviour by roads, attempts to gain access to locked areas, roof spaces etc.

Policy Owner:	Chief Operating Officer
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