



DOOR ACCESS CONTROL POLICY

This Policy includes the EYFS, Junior School and Senior School

Moorland School has a state of the art door access control system, making Moorland a virtually keyless site.

The access control ensures that both staff and pupils are kept safe and secure from unauthorised visitors of the school site. Students are given access to general areas only such as main corridors or relevant toilets, and boarders obviously have access to their dormitories only after school hours.

Teachers naturally have a greater access level, as do the Senior Leadership Team and office based personnel. Therefore, no company employee should ever give their access card to a third party be that to a student or another colleague. A warning will be issued to any member of staff who breaches this policy.

Students should never be allowed into staff areas, such as a staffroom or to be unaccompanied within a classroom. We all have a legal duty of care for children, and this includes making the site safe and keeping children within agreed designated areas.

1. No access cards are to be given to other users.
2. No doors are to be wedged or left open.
3. Students or staff who have lost or misplaced their cards must report this immediately to the school office.
4. Staff who have arrived to work without their access cards must report this immediately to the school office.
5. Staff must swipe their cards at their designated readers on arrival and departure of the school site.
6. Unaccompanied persons walking on the school site must be challenged.

Please note your designated signing in and out point:

- Designated Teachers Reader 'Sports Hall Main Door'
- Designated Nursery Reader 'Main Nursery Door'
- Designated House Parent & Cleaners Reader 'Front Door of Old Building, in the Circle'
- Designated Maintenance Reader 'Front Door of Old Building, in the Circle'
- Designated Office Reader 'Front Door of Old Building, in the Circle'

Failure to swipe in and out will be taken extremely seriously, and it may be treated as an unauthorised absence or a punctuality issue if staff have not swiped in or out.

Staff must also swipe in and out if leaving the school site during lunch time or if leaving the site for a meeting or scheduled appointment and must also sign out in the School Office.

Reviewed By: Mr Jonathan Harrison, Headteacher, July 2020
Next Review Date: July 2021