



PROCEDURE FOR STAFF AND STUDENTS ON SITE DURING STUDENT VACATIONS AND WEEKENDS

These procedures exist to ensure the safety and security of staff and students on site during weekends and student vacation periods.

STAFF WORKING ON SITE ON WEEKENDS

- Staff identification must be worn at all times while on site
- Staff must sign in and out at the Boarding School Reception Area and ensure that the Boarding Receptionist is aware of their whereabouts while on site
- Staff must ensure that alarms are re-set when leaving an alarmed area
- Computers and lights must be turned off and laptops taken with staff when they leave, or else stored securely on site.

STAFF WORKING ON SITE DURING STUDENT VACATION PERIODS

- Staff identification must be worn at all times while on site
- Staff must sign in and out at the Day School Reception Area
- All Facilities Contractors must sign in and out at the Facilities Office
- Boarding School and other external entrances must remain locked at all times
- Staff must ensure that alarms are re-set when leaving a staff area.
- Computers and lights must be turned off and laptops taken with staff when they leave, or else stored securely on site
- Staff may only be on site during business hours during vacation periods. In certain circumstances, some staff may be required to attend outside these hours. In this case, staff are not permitted to be on site alone in case of accident or injury. If staff are unable to be accompanied on site they should contact the Principal, Deputy Principal or Chief Operating Officer on their mobile phone numbers.
- The School is completely locked down for several periods across the year e.g.: the week between Christmas and New Year, Easter etc. During these times, staff are not permitted on site, with the exception of ICT, security and property management staff. The above principles regarding accompaniment and contacting the Principal, Deputy Principal or Chief Operating Officer apply.

STUDENTS ON SITE DURING WEEKENDS AND STUDENT VACATIONS

- Student attendance on weekends and student vacations must be approved by the Deputy Principal
- Students must be accompanied and supervised by their subject teacher at all times while on site on weekends and during student vacations
- On weekends, students must sign in and out at the Boarding School Reception Area and ensure that the Boarding Receptionist is aware of their whereabouts while on site
- During the student vacation, students must sign in and out at the Day School Reception Area.

This policy is published on the School's website and the HR section of the Staff Intranet.



Version	Approved By	Version Date	Comment	Policy Owner	Next Review Date
1	Leadership Team	2004	Original	Chief Operating Officer	2005
2	Leadership Team	2005,2006,2007,2008,2009,2010,2011	Review, no change	Chief Operating Officer	2012
3	Leadership Team	2012,2013,2014,2015	Review, no change	Chief Operating Officer	2016
4	Leadership Team	2016	Revised	Chief Operating Officer	2017
5	Leadership Team	2017	Revised	Chief Operating Officer	2018
6	Leadership Team	2019	Revised	Chief Operating Officer	2020