

Policy on Pupil Access to Risky Areas of the School & Grounds

This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers.

Introduction

St Mary's School Cambridge occupies a city-centre site, and, of necessity, the pupils enjoy access to the buildings at all times during the teaching day. The health and safety of the pupils at St Mary's School Cambridge is a priority at all times and the purpose of this policy is to identify those areas of the school that present a risk to pupils and indicate in broad terms actions that should be taken to minimise that risk.

Out of Bounds

The following areas are designated 'Out of Bounds' to all students

All Sites

- Roof areas
- Cellars
- Cupboards used to store cleaning or heating equipment
- Kitchens
- Staffrooms
- Behind Reception Desks
- Any other area marked as prohibited to unauthorised personnel

Senior School

- Laboratory prep rooms
- Works Department workshop and storage sheds
- Boiler house

Mary Ward House

- Loft
- Service Lift
- Basement (less the laundry)

Junior School

- Kiln Room and corridor
- Green House

In the unlikely event that a pupil needs to access one of these areas they should be accompanied by a member of staff authorised to be in that area. Prior permission to accompany a pupil to these areas must be sought from the Head, the Bursar or Head of Boarding as necessary.

Restricted Areas

Pupil access to some specialist areas in the School is restricted to when a member of staff is present. Pupils should wait outside the area until the member of staff taking the lesson or activity allows them in. This applies to:

- Classrooms after 4pm in the Junior School
- Classrooms after 4.15pm in the Senior School
- Science laboratories
- Textiles rooms
- ICT rooms
- Food room
- Stage area
- English book cupboard
- Number 2 Brookside unless they are a Sixth Former
- Gymnasiums
- Nurses' office
- Housemistress' accommodation
- Staircase at the back of the New Block

Number 47 (Sixth Form Art/Photography pupils may work here with permission and under remote supervision. Access to the Dark Room should be by prior arrangement with the Photography teachers)

Lesson Transfer

Movement between lessons in the Senior School can involve pupils leaving the school premises to access Number 2 Brookside or Number 47 Bateman St. Pupils are regularly made aware of dangers from traffic and members of the public and are encouraged to travel in groups of two or more whenever practical. While in Paston Yard, pupils should stay on the path within the bollarded area.

Grounds

The School grounds present low risk being mainly laid to grass and asphalt. However, pupils should be discouraged from congregating or playing near the pond on the Chapel lawn or the brook in the garden at Number 2 Brookside.

Pupils at the Junior School are allowed to use the Spinney wooden area at break times when supervised by staff. They are not allowed to climb trees. Pupils at the Junior School are not allowed to play in the front drive. At the end of the school day when parents are picking them up, they will be supervised by their class teacher.

Fire Escapes

Fire escapes are for emergency evacuation of the School building. Pupils should not use the fire escapes at other times. External doors opening on to fire escapes are alarmed to discourage inappropriate use.

Patrol Duty

The members of staff on patrol duty should be particularly vigilant about pupils accessing risky areas of the buildings and grounds.

Policy Review

This policy is the responsibility of the Deputy Head (Pastoral & Boarding) and is to be reviewed annually. Due for review in: March 2021.