

1. Unlocking and locking of pedestrian access gates:

Risk – intruders come onto site

Preventative Measures – OHA gates to be unlocked at 8.15am and locked at 9am

Unlocked at 3.10pm and locked at 3.45pm

- FHINS gates to be unlocked at 8.20am and locked at 9.05am

Unlocked at 3.05pm and locked at 3.50pm

In the event of an intruder or animal getting onto site, the school will contact the neighbouring school and Site Manager by phone and email, stating 'intruder on site' and giving a description if possible. Once the intruder has been dealt with, a follow up phone call will happen.

All children will be brought inside the school building if the intruder is outside, if the intruder is in the building children will be taken outside if it is safe to do so or to a safer part of the building.

2. Field use by children:

Risk – Children leave their school and hide on site of neighbour school

Preventative Measures – During fine weather, the field may be used by children from OHA at playtimes and lunchtimes. Children are told that they are not to go beyond the first lamp post and SMSAs are positioned across the field to ensure no children are in the wrong place at lunchtime. During playtimes, duty staff are positioned on field accordingly.

In the event of a missing child: the child's school will contact the neighbour school by phone to alert them of the incident. A member of staff from the child's school will run across to the neighbour school to find the child and return them.

3. After School Clubs and After School Events:

Risk - Unknown adults have access to the school and pupils

Preventative Measures – Adults collecting children from after school clubs will wait for their child to be brought to them as follows:-

Oak Hill Academy West London – Outside the main entrance door, in the car park

Feltham Hill Infant and Nursery – Outside the main Office

Both schools will inform each other when after school events are taking place (e.g. parents evenings)

4. Brekkyhoppers/Grasshoppers Club:

Risk – Unknown adults have access to the school and pupils

Preventative Measures – Access to the club is only via the pedestrian gate to the right of the OHA building, straight into the Dining Hall. The gate into the school grounds remains locked until 8.15am. Children from FHINS are collected from the FHINS Office by Hoppers staff

Children are escorted by staff members between the two schools

5. Contractors on site:

Risk – Unknown adults have access to the school and pupils

Preventative Measures – All contractors have DBS checks supplied in advance by their company. On rare occasions where a contractor has not been DBS checked, they will be accompanied by a member of school staff during times when children are on site.

Agreed by:

OHA Principal: 

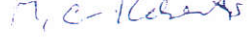
Date: 28/4/17

OHA Safeguarding Governor: 

Date: 03/05/2017

FHINS Headteacher: 

Date: 8/5/17

FHINS Safeguarding Governor: 

Date: 21/05/17

Site Manager: 

Date: 8/5/17