

Policy for Parental Access to Bickley Park

Bickley Park School is committed to fostering an excellent relationship with its parents and carers. Open, positive channels of communication between home and school help support the best outcomes for pupils. The school encourages parents to contact the school if there is any matter to address or clarification required to ensure their child's journey through BPS is happy and successful.

An important aspect of the smooth running of the school is ensuring the safety and well-being of members of the school community is optimised. This policy includes school protocols for parental access to the Prep and Pre-Prep site to ensure safeguarding processes and fire regulations are in line with best practice.

Please note the following procedure to follow in the event of a fire:

In the event of emergency evacuation, please leave the building by the nearest exit and proceed to the designated fire assembly point (Pre-Prep: playground behind the Reception block or, if the fire is in the Reception block: in the parent area at the front of the school. Prep: proceed to the Astro Turf, where you should report your presence to the school secretary. You must remain at the designated fire assembly point until you are specifically advised that it is safe to leave.

Please note the following safeguarding procedures to follow:

Bickley Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Should you have a safeguarding concern, you should contact a member of the safeguarding team:

- Designated Safeguarding Lead: Mr Wenham
- Deputy Safeguarding Lead/Safeguarding Office for the Prep Department: Mrs Marriott
- Designated Safeguarding Office for Year 1 and 2: Miss Showell
- Designated Safeguarding Office for the Early Years (Nursery and Reception: Mrs Read.

Further information about safeguarding at Bickley Policy can be viewed via the policy to be found on the school website.

The following statement addresses access to the Prep Department:

- Parents must not access the changing room to check the lost property bin with (or without) their son(s). The lost property bin will be placed in the Woodlawn corral between 7.50 and 8.20am on a Monday morning.
- Parents should not enter the school site via the signing in gate before 8.20am.
- During the day, if parents have school business, they must enter the school site via the front door of Woodlawn. If they are doing more than speaking to Mrs Wood or Mrs White, they must sign the visitors' book to indicate their presence on site and sign out upon departure.
- If parents are meeting with a member of staff, or waiting to collect their son for an appointment, they must wait in the Mrs Wood's office to be collected.
- At the end of the day, parents or carers collecting boys from homework club may go to the homework room without signing in, but must not go to other parts of the school. Parents collecting boys from After School Care (ASC) may go to the ASC Room/Computer Room or Junior Playground to collect the person they are picking

up, having rung the front door bell. They must proceed straight to the member of staff in charge of After School Care to make their presence known and must not go to other parts of the site, such as to look for lost property in the changing room.

- Parents attending match teas, pre-form assembly coffee and parent forum meetings in The Lodge do not need to sign in, but must only go to the drawing room, or to the adult toilet on the ground floor of The Lodge.
- Parents joining their sons for after school music lessons in The Lodge must sign their name in the visitors' book in The Lodge and sign out upon departure.
- All volunteers, e.g.: library mums, must sign the visitors' book to indicate their presence on site and sign out upon departure.

The following statement addresses access to the Pre-Prep Department:

- At morning drop off, parents wishing to see their son's teacher, or to accompany their son to their classroom, or use the library should only access the school site if they have added their name to the list on the display board next to the library doors by where the signing-in teacher stands. They must sign out on the same sheet when they leave.
- Nursery and Reception morning drop off: If a parent is accompanying their son or daughter to nursery, they must go straight there and not to other parts of the site. Parents of Reception children may accompany their son across to the Reception block, although, after the first term, the boys are encouraged to make their way there unaccompanied. Parents accompanying children to the Reception block must not access other parts of the school. Please note: Parents of Nursery and Reception children walking them across to their classrooms do not need to sign in and out each day. When the purple signing in door has been bolted shut at 8.30am, Nursery and Reception parents should exit via the nursery gate.
- Reception-Year 2 children arriving after 8.30am must sign in via the school office.
- Parents should not accompany their child into a school toilet under any circumstance. If a child requires the toilet after pick-up, they should use the child facilities by the dining room.
- Parents will not be able to access the school site during the school day without signing in via the office. They will be met in the school office by members of staff.
- Parents picking up a pupil from After School Care (ASC) Club should not allow others to access the site. Only members of Bickley Park staff, including ASC staff, should open the door.

Author	PW	
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