



**BICKLEY PARK  
SCHOOL**

## Parental Access Policy

Policy Review & Update Process			
Member(s) of SLT responsible for update	Bursar		
Sub-Committee responsible for review	Health & Safety		
ISBA template policy?	Y		
Last Updated	<b>June 2026</b>	Updated by	<b>TQ</b>
Last review	<b>February 2025</b>	Next review	<b>February 2028</b>

Bickley Park School (DfE number 305/6002) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Bickley Park School Local Advisory Board.

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### Introduction

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 marked Fire 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 Poole [jpoole@bickleyparkschool.co.uk](mailto:jpoole@bickleyparkschool.co.uk)
- Deputy Safeguarding Lead and Designated Safeguarding Officer for the EYFS: Mrs Davies [mdavies@bickleyparkschool.co.uk](mailto:mdavies@bickleyparkschool.co.uk)
- [Deputy Safeguarding Lead and Designated Safeguarding Officer for ESafety: Mrs Sarah Valero svalero@bickleyparkschool.co.uk](mailto:Deputy_Safeguarding_Lead_and_Designated_Safeguarding_Officer_for_ESafety@bickleyparkschool.co.uk)
- Designated Safeguarding Officer for the Prep Department: Mr Hornby: [shornby@bickleyparkschool.co.uk](mailto:shornby@bickleyparkschool.co.uk)
- Designated Safeguarding Officer for the Prep: Mr Love [glove@bickleyparkschool.co.uk](mailto:glove@bickleyparkschool.co.uk)

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:

- During the day, if parents have school business, they must enter the school site via the front door of Woodlawn and report to Reception. If they wish to do more than speak to the school secretaries, they must sign in to indicate their presence on site and sign out upon departure. All visitors on site are asked to take note of safeguarding expectations and wear the issued visitor's badge at all times.
- Parents wishing to check lost property bins must seek permission from a member of staff in advance of accessing the changing room. To facilitate the return of lost property, the lost property bin will be placed in the Woodlawn corral between 7.50 and 8.20am on a Monday morning.
- Parents should only enter the school site via the main front door. If parents are meeting with a member of staff, or waiting to collect their child for an appointment, they must wait in the Prep office to be collected.
- At the end of the day, parents or carers collecting children from homework club may go to the homework room without signing in, but must not go to other parts of the school. Prep Parents collecting children 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 doorbell. 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 should sign in/out in the usual process. An iPad, for this purpose, is located at the entrance to The Lodge. Parents are asked to remain within the building, only accessing the drawing room, or the adult toilet on the ground floor.
- Parents joining their children for after school music lessons in The Lodge must sign in and sign out upon departure. They should not access other parts of the school site.
- All volunteers, e.g.: library parent helpers, must sign in, 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 child's teacher, should access the school site via the School Office.
- Nursery and Reception morning drop off: If a parent is accompanying their child to nursery, they must go straight there and not to other parts of the site. Parents of Reception children may accompany their child across to the Reception block for the first few weeks of the school year, after this time the children 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.
- 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 school office. They will be met in the school office by members of staff.
- Parents picking up a pupil from After School Club (ASC) should ring the bell on the glass doors and wait for a member of staff.