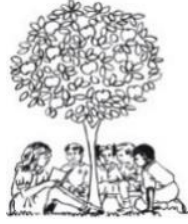


The Orchard Infant School



The Orchard Vision: *Inspiring Success*
Values: *Determination, Courage, Respect and Kindness*

Disability, Access and Security Policy 2024

Policy Summary

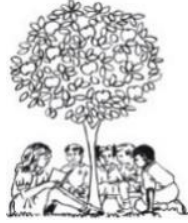
This document sets out The Orchard Infant School's approach to disability, access and security on our site.

Document Detail		
Document Type		
Document Name	Disability, Access and Security Policy 2024	
Version	2	
Effective from	April 2024	
Review date due	April 2027	
Owner	The Orchard School	
Author	Sally Cary	
Approved by, date		
Superseded documents	Disability, Access and Security Policy 2021	
Related documents	CCTV policy	
Keywords		
Relevant external law, regulation, standards		
Supporting references		
Change History		
Date	Change details, since approval	Approved by

Disability, Access, Security policy 2024

Policy Version: 2

Approved Date: 15.4.24



The Orchard Vision: *Inspiring Success*
Values: *Determination, Courage, Respect and Kindness*

The Orchard Disability, Access and Security Policy 2024

Disability and Access

Access to the school for disabled pupils, staff or visitors is available through the main school entrance which is a level surface.

Parents of children with disabilities may use the staff car park for drop-offs and pick-ups and will be issued with a staff car park pass from the school office. These will be issued in consultation with the Headteacher and the SENCO.

A disabled toilet is available in the year 2 building and in the main building.

There are four sound field systems in school to support hearing impaired learners and interactive whiteboards to ensure visual learning is accessed in all classes. We are committed to making appropriate adjustments to the curriculum, resources or support to meet the needs of children with disabilities.

There are frames within the girls' and boys' toilets to enable children with disabilities good access to the toilets if needed.

We have equipment to support learners with a variety of complex needs to ensure they have the best access to the curriculum. Individual adapted laptops are used where required as well as sensory equipment, OT equipment and specialist furniture where needed.

Our equal opportunities policy states, as our school aims reiterate, that all children are welcomed and valued. We have high expectations at The Orchard which ensure that, whatever their disability or need, we will provide learning opportunities which will enable all the children to fulfil their potential. Our current carefully planned and varied provision for children with Special Education Needs supports this aim and is evidence of this commitment. Regular communication with parents of disabled children and the other agencies involved in their care, is also crucial to successful inclusion. There is an accessibility plan which is reviewed every three years..

School Security

Disability, Access, Security policy 2024

Policy Version: 2

Approved Date: 15.4.24

At The Orchard we review security each term when the Governors' Health and Safety committee conduct the health and safety review. We maintain security for the children and staff through the following measures:

At 8:30am the school gates are open to children, parents and carers. At 8.45 am class doors open and children can come in to school. School starts officially at 8.55am when the registers are taken and doors closed. The gates are then locked. Any children after 8.55 am must be brought by parents to the main school office entrance. Children are registered by office staff and taken to their classrooms. The late book must be signed by the adult bringing the child. Any children who leave the school during the school day must be signed out and the reason given.

Children are only allowed home with their designated carer at any time of the day. Parents are asked to inform the teacher at the beginning of the day if a child is to go home with another adult. If in doubt the teacher will check and telephone the parent before allowing the child home- even although it may be another known adult.

At the end of the day, the school gates are open for pick up time. Children are dismissed one by one from the classroom door as the known parent or carer is seen. Children whose parent or carer arrive late are kept safe with the teacher and then with school office staff until their collection by the designated parent or carer.

There is no access to the main school building during school hours except through the main entrance, entry to which is monitored through the electronic door entry system. Both entry gates are locked magnetically throughout the school day. Parents and carers collecting children early or visitors have to buzz for entry and gates are monitored through CCTV (See CCTV Policy). Visitors or parents/carers are then asked to report to the main office.

All staff members wear an identification badge. All visitors and helpers to the school sign in at the office using INVENTORY, recording the reason for their visit and the time. Visitors are issued an identification sticker to show that they have been authorised to be in the building. They are required to wear this at all times during their visit. All regular volunteers are DBS checked and are noted on our Single Central Record. Visitors who are not regular helpers, are asked to make an appointment before visiting the school.

All staff are vigilant and report to the office if they are in doubt about a visitor's authority to be on the school site. They will ask "Can I help you?" and ask the reason for their visit.