**ST JUST PRIMARY SCHOOL**

**ACCESS MANAGEMENT PLAN**

**March 2016**

**Introduction**

This access management plan sets out the arrangements and facilities in place for pupils with SEND/DDA needs and covers the school’s ongoing commitment to ensuring pupils have ease of access to the school premises, learning and recreational facilities, and that their physical and emotional needs are met and catered for.

The safety and well-being of all pupils, staff and visitors to our school is of paramount importance to us. We are committed to providing a safe and welcoming school. Pupils entering our school environment are treated with respect, sensitivity and assisted in all ways possible to ensure they have access to and enjoyment of the facilities they require to ensure their on-going development.

**External access to the property**

The main entrance to the school grounds and building for pedestrians is via West Street. There is also a single gate on Bosorne Road which leads into the Key Stage Two playground. All entrances are easily accessible for wheelchair users via level or sloped walkways. Handrails are fitted to the external sloped walkways leading to the Key Stage Two entrance, school hall, kitchen and Reception Class.

The entrance to the school carpark is at the rear of the school building, via Cape Cornwall Street. Car parking is limited and spaces are clearly marked. There is one clearly marked disabled car parking space available. Wheelchair access to school from this space is via a short ramp. The steps which lead to the rear door have clear ‘nose painting’.

The main school office is located at the front of the building.

**General Information**

The main office is staffed between the hours of 8.00am – 12.00noon and 1.00pm – 3.15pm daily. The Headteacher’s office adjoins the main office. The school site supervisor is on site from 7.00am – 10.45am and 2.45pm – 5.30pm daily.

During the school day, the Headteacher, teaching and support staff are present in the building before and after the children arrive for daily lessons. The school core operating hours are 8.45am – 3.15pm.

**Breakfast Club**

Breakfast Club is run in the school hall from 8.00am – 8.45am each day. Pupils participate in a variety of supervised, fun activities to meet preferences of all ages (4 years – 11 years) and abilities. Children are offered a basic or cooked breakfast. All dietary needs are accounted for. Children with SEND are offered a personalised plan in consultation with the child, their parents/carers and any external agencies involved. Individual risk assessments will be undertaken where appropriate to ensure all pupils can participate fully in activities.

Entry to Breakfast Club is via the hall doors on the KS2 playground or via the main entrance to school.

**Foundation Stage – Reception Class**

The Reception Class has its own designated external access route via the enclosed play area. Wheelchair access is via a ramp leading to the external door. There is a small gate which leads into the play area from the main Key Stage One playground. A range of ‘play furniture’ and other resources are provided in this area which are suitable for all ages

and abilities. We will undertake an individual assessment of any child with SEND/DDA requirements and ensure that we provide appropriate learning materials and support to ensure their development.

**After School Clubs**

Clubs are available for children of all ages and abilities and take place in various parts of the school building and grounds. All club leaders are familiar with the security systems and procedures employed by the school.

All children are escorted to an exit via the main door and handed over to parents at the end of each club.

**Internal Access routes**

Once inside the building, pupils have access to DDA toilet and shower facilities located on the main corridor leading from the school office. Wheelchair users are able to access all areas of the school except for a short flight of steps leading to Year One classroom. A handrail is fitted to the wall beside these steps. There is alternative entry to this class via the Early Years classroom.

Relevant, clear signs are displayed throughout school to provide key information regarding fire exits and routes, fire extinguishers, First Aid supplies, toilets, Disabled toilet facilities, no entry , storage, meeting room etc. There are some pictoral makaton signs in corridors.

If required, pupils using wheelchairs and pupils with other disabilities are accompanied by an adult when accessing toilet facilities. Pupils with hearing impairments (dependent on the level of their disability) will be ‘buddied’ by an adult whilst in the school premises. Risk assessments will be undertaken for pupils and staff as appropriate.

**Playground/Recreation Areas – pupils and staff**

There are two playground areas which are accessible via sloping walkways and steps with ‘nose painted’ edges to assist individuals with a visual impairment.

Picnic tables and other benches are situated in the playgrounds.

The school playing field is situated across the road (Bosorne Road). Pupils are supervised when crossing this road for PE lessons or breaktimes.

The trim trail is accessed by children of all ages at breaktimes and is always supervised by a member of staff.

**Staffroom**

The staffroom is located towards the rear of the building and can be accessed by wheelchair users. Steps lead from the staffroom into the carpark. This door is only used in an emergency

**Staff Training/Awareness**

Staff have an in-depth knowledge and understanding of the individual needs of our pupils. Staff care for and assist these pupils to go about their daily routines and use of the school facilities.

Health and Safety issues are raised weekly at staff meetings and always recorded in the minutes which are made available to all staff. Actions are reviewed each week.

Regular updates are provided for staff by our Educational Visits Co-ordinator to ensure that teaching and support staff are aware of policy and procedures to be followed when taking children out of school on visits.

Visitors to the school who have any special requirements will be informed of our facilities prior to their arrival if possible. We will enquire whether visitors would welcome assistance during their visit, and meet requests where appropriate. eg assistance on arrival in school, accompanying them for the duration of their visit, escorting them to facilities such as staffroom or disabled toilet.

Accompanying this policy is our Buildings Assessment Report carried out in November 2015 by Simon Grant, on the school’s transfer to academy status. This is available on request from the Headteacher or Site Manager.