



# Cobham Hall

## **Policy Statement on Access to and Safety of Student Accommodation and School Grounds**

The aim of the School is to provide safe, secure accommodation for students and staff and for students to be aware of the rules regarding 'out of bounds' and safety within the School grounds.

1. Access to student accommodation areas is restricted to those students and staff authorised to work in the area. Door lock codes are changed each half-term and when compromised.
2. Visitors must be escorted or supervised when entering accommodation areas. All School visitors must report to Reception on arrival where they will be issued with a red lanyard.
3. All Boarding areas and School buildings are provided with secure locks and closing mechanisms. Doors in regular use are fitted with door locks.
4. House staff make regular patrols of their areas internally.
5. Maintenance staff make regular patrols externally. They are not to enter accommodation areas unless escorted, except in an emergency. If an emergency does arise and they enter accommodation, they should report the fact that they have done so to a member of the Leadership Team, or to the Housemistress if no Leadership Team member is available.
6. CCTV is in place covering the main drive, the area by Reception, car parks, Boarding houses, the Mews and North and South lawns. This can be monitored remotely and provides a recording on a secure area of the School's computer network.
7. Staff and students are briefed on immediate action to be taken should an intruder or unauthorised visitor be found. They should:
  - Request visitors to report to Reception or a member of the Maintenance staff if outside normal School hours.
  - Call Reception and/or the member of Maintenance staff for assistance on the mobile number (published on the telephone list).
  - In an emergency situation, they should call loudly for help and press the fire alarm if help is not forthcoming.
8. Doors to external areas are secured in quiet hours and there are alarms set at end of duty time in Brooke and Bligh. Maintenance staff test that all external doors are secure during their routine patrols and, where found open, they contact House staff to investigate before securing.
9. The School has extensive grounds; boundaries are noted in Appendix 2. If students wish to go for a walk further away from the School, they must obtain permission from a member of staff and be in a group of at least three. The group must take a mobile telephone and the staff member given the number. The areas that are included in this are those outside the boundary area noted in Appendix 2.

10. There are three areas of ponds within or adjacent to the School grounds (by the lodge, the fishing ponds and Repton's pond); all are in areas where students must be in groups. The member of staff that gives them permission to access those areas must remind them about safety by water.
11. There is clear signage throughout the site advising all visitors and staff of the speed limits and the presence of children. There are many narrow archways and sharp turns and students and staff are constantly moving around campus. For this reason, visitors are asked to park in the main parking area known as Meadow Car Park whenever possible. This is on the left, accessed from the drive, just before the turning circle. Staff and parents are regularly reminded of the speed limit. Parents drop off and pick up point is outside the areas that students regularly walk across. Students are also reminded about safety and traffic.
12. There are a number of cedar trees around the grounds, including the tree by the parents drop off and pick up point which students like to climb on. During snowy weather these are placed out of bounds as large branches become brittle and can snap under the weight of snow. Students are clearly told when they are out of bounds. All trees are regularly inspected.

#### Related Policies and Documents

- Policy Statement on Health and Safety
- Boarding Handbook

#### **Review of Policy**

Last review: October 2024

Next Review: October 2025

**APPENDIX 1**  
**Campus Map**



**Cobham Hall**

**KEY**

- 1. Reception
- 2. Offices for Deputy Headmistress, Director of Studies, Heads of School, Admissions and Marketing
- 3. Staff Room (Ground Floor)
- 4. Headmistress's Study (First Floor)
- 5. Resident Staff Accommodation
- 6. Dining Rooms (Ground Floor)
- 7. Independent Learning Centre & Computer Suite 3 (First Floor)
- 8. Kitchens (Ground Floor) & Student Support Department
- 9. Drama Studio
- 10. (Ground Floor – Entrance from East Court)
- 11. Gilt Hall
- 12. The Vestibule (Ground Floor)
- 13. The Old Library (Ground Floor)
- 14. Sixth Form Centre
- 15. Stuart House (Boys' Boarding)
- 16. Clock Tower and Accounts Offices
- 17. Estates Manager's Office
- 18. Main Art Room
- 19. Corridor to Swimming Pool and Boarding
- 20. Art Rooms (includes Photography; Darkroom)
- 21. Swimming Pool Changing Rooms
- 22. Heated Swimming Pool
- 23. The Mews
- 24. Maintenance Workshops, Stores etc.
- 25. Brooke House (Sixth Form Boarding)
- 26. Bligh House (Years 7 - 11 Boarding)
- 27. Activities Centre
- 28. Rose Cottage (Headmistress's House)
- 29. Music Wing
- 30. EFL & Language Classrooms (Ground Floor)
- 31. School Nurse (First Floor)
- 32. Lady Howe Building
- 33. Tutorial Building (T Block)
- 34. Classrooms, Science Laboratories & Staff Room
- 35. Out of Hours Security and Deliveries
- 36. Student Support (First Floor)
- 37. Wellbeing Centre (First Floor)

**GROUNDS**

- A North Lawn
- B Lady Darnley's Garden
- C Brooke House Garden
- D Tennis and Netball Courts
- E East Court
- F South Lawn
- G West Court
- H West Lawn



**APPENDIX 2**  
**Boundary Map**

