



ACCESS AND USE OF FACILITIES POLICY

Schools throughout Pietermaritzburg are aware of the number of security related incidents at Schools affecting pupils, and assets of the pupils and schools.

Epworth Management regularly reviews all of the School's security procedures in order to ensure the safety of all our pupils and property during term and holiday time. These procedures are also designed to reduce the potential number of security related incidents at Epworth.

The growth in the number of pupils and boarders at the School has deemed it necessary for Management to ensure that all pupils and parents are regularly informed of the School's policy in relation to access to the Estate and use of School facilities.

Epworth Families are requested to inform management of any breaches of security and particularly of any suspicious activity or persons that they might become aware of around the School at any time.

A. Access to the Estate

1. All persons entering the property and using the Epworth facilities do so entirely at their own risk.
2. Right of admission to the Epworth Estate is strictly reserved and trespassers will be prosecuted.
3. Automatic access will only be given, between the hours of 06:00 and 18:00, to occupants of vehicles displaying a current Epworth security disc affixed to their windscreens, or to those in possession of a valid facilities access card.
4. All other visitors entering the property between the above-mentioned hours, and all visitors entering the property outside of these hours, barring those attending an official after hours school function, will be required to sign in and may be required to carry a visitors or contractors card. This must be handed back to the security guard on duty on departure. Vehicle registration numbers, names and addresses and telephone numbers may be required of the driver.
5. All drivers are requested to observe the advertised speed limit (20 km/h) while on the property.
6. All Staff are required to wear their name badges at all times while on duty.
7. Spot searches will be performed on any vehicle leaving the property, whether they display a security disk or not.
8. Pupils will only be allowed to leave the property during academic School hours with an authorized Exit Card, irrespective of who is taking them off the property.
9. Delivery vehicles may only enter and exit through the service entrance. The person opening the gate for them will be required to meet them and see them off the property.
10. Bus drivers may be issued with visitors cards if parked on the property for any length of time.

B. Personal possessions

1. All reasonable precautions are taken to ensure the safety and security of pupils' possessions while at School, and where possible incidents of loss or damage are investigated by the School. However the School does not cover pupils' possessions for loss or damage while on the property, nor accepts liability for any such loss or damage.
2. It is the responsibility of the parents to ensure that their children's possessions, cell phones in particular, are covered by their personal insurance policies if so required.
3. Should pupils bring cell phones to School, they will be required to hand them in to the School secretary (Primary School) or keep them locked in their lockers (High School) during the day.
4. Staff, parents and other visitors are requested to ensure the safety and security of their personal possessions while on the property. The School will not accept liability for loss or damage to such possessions while on the Epworth property.

C. Public use of facilities

1. At no time may the general public use any of the School's facilities for their own leisure.
2. Facilities may be hired for certain types of private use on request, and under the published conditions of use.
3. The School is closed for all functions from the 16 December to the end of the second week of January each year.

D. Use of School facilities

The School property and facilities are reserved for the exclusive use of pupils, and activities pertaining to them, during School hours and functions.

1. Visitors to the School may not use any facilities for leisure use during School hours and functions.
2. The School is closed to all visitors during the shutdown period over Christmas and New Year.
3. Dogs are not permitted on the property.
4. Parking is only permitted in designated parking areas and not on the lawns.
5. Littering not allowed.
6. Indoor facilities (classrooms, halls etc) may only be used with permission of Management.
7. Picnics may only be held on the property during an official School event. Boarders may however picnic on the property with their parents during term time.
8. All persons using the facilities are expected to leave them in a clean and tidy condition, with lights off and doors locked where applicable.
9. Alcoholic beverages may not be consumed on the School property unless served at an official function.
10. Those using the facilities are asked to keep noise to acceptable levels.
11. Visitors and parents are asked to cooperate with those approaching them regarding their right of access as not all parents are known to all staff.
12. Any damage incurred to any item of School property by those using such item will be for the account of the user.
13. Any person deemed to be abusing their right of access to facilities will no longer be permitted to use the facilities.
14. Pupils using any of the School's facilities at any time are required to do so in the appropriate School uniform or School sports kit eg School swimming costume.

E. Use of facilities outside of School functions and hours

Only Epworth families (staff and their children, pupils and their parents), may use the School sports facilities and grounds for leisure use outside of School functions and hours, and during School holidays.

In addition to the rules stated in **A-D** above, the following apply:

1. Facilities may only be used from 06:00 to 18:00.
2. No picnicking allowed.
3. Parents and pupils wishing to use the facilities during the holidays must be in possession of a valid facilities access card. This may be obtained from the administration office each holiday, on receipt of a signed acceptance of this policy and an indemnity form.
4. Epworth families are requested to limit the use of the facilities by friends and extended family, who in any event must be accompanied by an Epworth staff member or parent at all times.
5. All pupils and staff children using the facilities outside of School functions and hours must be accompanied by a parent or staff member.

USE OF SPORTS FACILITIES

Artificial Hockey field

Only hockey may be played on this field without supervision.

Any other sport may only be played with staff supervision.

The following may not be used on or taken onto this field:

1. Hard cricket balls
2. Food or beverages on the pitch
3. Metal studs - multi-stud hockey boots and trackshoes only
4. Bicycles, dogs, fireworks, cigarettes

Swimming Pool

1. During term time, the use of the swimming pool from Monday to Friday is reserved for training purposes, the social use of Epworth boarders, or Epworth organized events only.
2. During weekends the pool is open for recreational use by parents and dayscholars between the hours of 14:00 and 18:00 only.
3. School costumes and caps must be worn at all times.
4. Children must be supervised by an adult at all times.

Multi-purpose Centre

Only for the use of Epworth pupils unless by prior arrangement with Management.

Tennis Courts

1. Appropriate attire, including shirts, must be worn on the courts at all times.
2. Bicycles are not permitted on the courts.

Squash Courts

1. All non-pupils need to be in possession of valid membership card and electronic access disks.
2. Membership cards need to be displayed on the door of the court in use at all times.

Sports Fields

1. No motorised vehicles may be driven on the fields.
2. Bicycles may be ridden on the fields provided no wheel tracks are left.

Playground Equipment

Children using playground equipment must be supervised by an adult at all times.