



# Use of Lifts by Pupils School Policy document

It should be noted by all Staff Members and Pupils that in the Event of the alarm sounding for an Emergency Evacuation, the lifts must not in any circumstances be used by anyone.

### **Request for a lift pass**

Pupils can request the issue of a lift pass at Reception. In the event of a Pupil requiring access for the lifts for medical reasons, the following process should be used:-

1. Is there a permanent need for the use of the lift to be granted to this individual (e.g. Wheelchair User and permanent medical condition known and recorded in SEEMIS)?
  - The office staff will issue a pass to the pupil
  - Please alert the Support Services Coordinator to enable a PEEP (Personal Emergency Evacuation Plan) to be drawn up
  - Please alert the Guidance Teacher to the issue of the pass
2. Is the medical condition temporary?
  - Please refer Pupil to their Guidance Teacher

All other reasons for a request should be refused. The Support Service Manager can be contacted to deal with an appeal from a pupil for a pass to be issued.

### **The role of the Guidance Teacher:**

When a temporary issue of a lift pass is requested, Guidance Teachers are asked to provide a general assessment and authorisation for this issue of a lift pass to the school office who will, on further application by the Pupil issue a pass along with conditions of use and return due date. Guidance Staff are asked to contact the School Office and indicate,

1. Name and DCT Class of pupil concerned
2. How long the pass is likely to be needed for.
3. Whether this pupil will need to be released early from class to avoid corridor crush or not.
4. If this pupil is likely to have difficulties in using the stairs in the event of an Emergency Evacuation please also notify the Support Service Manager for PEEP purposes.

### **Conditions of use – Lift Pass**

There are two types of lift pass. Red – no early release from class is necessary and Yellow– early release from class two minutes before the period changeover would be helpful for this person.

A pupil may be accompanied in the lift by one other person.

If a pupil is using a Yellow Lift Pass, Teaching staff should request that they (and the pupil accompanying them) sign out of class as usual.

## **Issuing the lift pass**

This will be done by the school office upon instruction to do so by Guidance Staff, or in cases of permanent issue of passes. The pass will be issued along with conditions of use and return due date. The school office will maintain records of who has cards, their issues and returns.

The school office is asked to alert the Support Services Coordinator to the issue of any pass for an indicated period of need exceeding 5 school days.

## **The return of the lift passes to the school office**

The lift passes will be issued to pupils with a due date for return, which corresponds to the indicative date given by the Guidance Teacher.

If the pass is not returned to the School Office by the Pupil at the end of the temporary indicated period of need, the school office will request an update from the Guidance Staff. If an extension is needed this will be arranged, if not, the school office will take immediate action to recover the pass.

If the pass cannot be recovered for any reason – the school office will alert the Janitorial Staff (cc the Support Services Manager) that a pass has been lost and the pass number to be cancelled. At this time, please request a replacement card be provided.