

Purleigh Community Primary School



Site Security Policy

"Achievement for all within a community that cares"

Date adopted: Aut 2022

Date of review: Aut 2024

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People Management

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children. The governing board and all staff take this aspect of management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

1. All staff and governors are fully vetted before joining the school team or governing board. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
2. A single central register of all staff, governors, volunteers, contractors and bought in professional services is kept.
3. All regular volunteers are provided with a pack which includes safeguarding, DBS information and other relevant forms and guidance. Volunteers are asked to sign that they have read and understood the information provided.
4. All visitors to school are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

Pupil Supervision – Arrivals

Children should not arrive on site until 8:40am unless they are attending a supervised activity or have permission to be in school before this time. The school doors are opened at 8.40am until 8.50am. If children arrive after this time they should report to the school office. Pupils arriving on time should enter school through the playground entrance and then go to their respective classrooms where they will be supervised by members of staff.

Supervision on School Grounds

1. During the school day all children are supervised when in the playground. This is by teachers and support staff at morning and afternoon break and by midday assistants at lunchtime.
2. There should always be a member of the qualified teaching staff out with a class during games or outdoor PE.
3. At playtime and lunchtime, staff (whether teaching or non-teaching staff) should patrol the designated areas as indicated on the duty list. Staff should be vigilant at all times and should not stand talking together.
4. Children must not be unsupervised in the school at break and lunch-times.
5. Children who need to go to the toilet or to the office for First Aid are given a lanyard identifier.

Leaving School at the End of the Day

The pedestrian gates are opened at 2.55pm and parents are permitted to wait on the lower Playground or if EYF, by the EYFS ramp. All children are collected from the playground or outside the year 1 and class R doors. Children stay with their teachers, and are only allowed to leave when appropriate. Teachers identify the pick-up adult before releasing.

Children are:

Not allowed to walk home by themselves unless individual arrangements have been made and are known to school. (Year 6 Parental request/permission.)

Collected by a known adult. If by 3.15 p.m., the adult who should be collecting a child has not arrived, the child will be asked to report to the school office, where a member of the office staff will telephone to see what the delay might be. The child remains in the library area until an adult arrives to collect them.

Parents must inform the school by telephoning the school office or by informing the teacher in the morning in person, if they wish their child to be collected by another person. If arriving after 3.30pm children will join the school's after school club and parents will be charged accordingly.

Leaving School during the Day

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff and copies of appointment cards and letters are requested.

Trespass and Nuisance

In the first instance, members of the senior leadership team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary for the Lockdown procedure to be followed.

Recourse to the law will be considered where necessary. This extends to unlawful presence on site, individuals creating a nuisance or disturbance and verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the Police.

Visitors to School

During teaching hours entry to the school is restricted to the main entrance. Visitors must identify themselves at the hatch to the office and they will be admitted via the remote door entrance.

Visitors to the school must sign in at the school office. They will be required to wear a visitor's badge. Visitors will be given a Safeguarding expectation format to read and comply with.

Moving classes in and out of the building.

When leaving or entering the building, it is the class teacher's responsibility to ensure that the door is closed behind the class.

Break and lunch times

Visitors must enter the school via the reception entrance and follow the procedures above. Adults only may allow a visitor to enter the school.

Teaching staff on duty and Midday Assistants should report any strangers to the Headteacher or Head of School immediately.

Particular vigilance should be paid to the two gated entrances to the school playground from the car park and pedestrian footpath.

There is a staff rota for break times. A walkie-talkie system for communications is used and adults are placed by the lower gates and pedestrian ramp, upper playground and Top playground.

Parental Access

Parents are not allowed access to the teaching areas during class time.

If they need to give something to the child they should leave it in the office.

If the parent needs to see their child, this should be permitted only after obtaining permission from a member of the office staff.

In any cases of concern, for whatever reason, the office staff will seek permission from the Headteacher or Head of School.

Teachers, office staff and Midday Assistants must be made aware of any restrictions to access to children by one or other parent or by another adult. A note will be placed in the child's records by the Office Staff and in a separate book in reception for staff giving this information.

Responsibilities

Site Manager/ Caretaker

It is the responsibility of the Site Manager to check daily, that:-

- all locks and catches are in working order
- the security system is working properly
- all the windows are closed and that shutters are down
- the doors are locked and secure
- the security alarm is set
- all gates are shut (Duty teacher at 9.00 am)

Headteacher

It is the responsibility of the Headteacher to ensure the performance of the above functions in the absence of the site manager or cleaner in charge.

In addition, the Headteacher or in their absence, a member of the senior leadership team is responsible for the security of the premises during the school day.

Security of the Building

1. Electronic fire and security alarms are in operation and are linked to control centres.
2. Security lights are activated if the premises are occupied after dark.
3. Class teachers secure their classrooms by closing all windows and ensuring that their equipment is switched off when they leave.
4. The last key holder to leave the premises is responsible for securing the building and grounds if they leave after the site manager.