

## Security Policy

### Access to School Buildings

- All visitors to the School, i.e. non-Staff, coming on to the School site must report to the School Office as directed where they can be screened by the office staff or any other member of the school staff before passing through the main security door to the School. From 08:45, the Office is manned and those people entering the school will be required to 'buzz' to have the door opened. Such visitors can easily be viewed from the Office door/window at the front of School.
- The main security door to the School Office is secured via a combination lock, known only to employees of the School and not given to anyone else. At the point of entry to the School Office, before accessing any other areas of the School, visitors must sign in, giving vehicle details where appropriate and their time of arrival. They will then be given an identification badge to wear that states 'Visitor'.
- Governors attending school are required to sign in, using the specific governor's sign in book. Governors will wear their governor identity badges at all time whilst on the school premises and may be given swipe cards for use during their visit, to be returned before leaving the premises.
- Access to other areas of the School is via a door opened by a swipe card, given only to school staff and governors as described above. Office staff are also able to open the door if needed. Visitors will only be permitted to enter other areas of School if accompanied by a member of school staff, unless they have provided evidence of their DBS clearance to the office staff.
- External classroom fire doors that lead directly into many classrooms can now only be opened from the inside. These doors should not be left open, even in hot weather, unless a member of staff is present in the room or there is a member of staff on duty in the playground outside the door.
- Other external doors cannot be opened from the outside and must remain closed. In the event of a person being in the school grounds without an identity badge, they should be 'challenged' politely if they are unknown and directed back to the Office, if appropriate.
- Visitors, prior to departure, must sign out, once again recording the time and hand in their identification badge to the Office.
- In the event of parents/carers accessing the site for breakfast and after-school club, visitors must report to the staff member in charge

### Access to School Grounds

- The main pedestrian gate to the School is the only permitted visitor access to the School site.
- Within the School gates, a second set of gates provides additional security for children playing in the Playground.
- The gates to the playground are opened at 8:30am, and remain open until 8:55am, when all children should have entered the playground. Parents must leave their children at this point and not enter through the gate. The gates are closed and locked at 8:55am and thereafter access to the School is via the School Office only. The gates are then opened

at 3:15pm (infants) and 3:30pm (juniors) and closed immediately after the children have left the premises.

- If parents wish to speak to a member of staff, they must enter the school building through the main office door and report to the front desk.
- Anyone gaining access to the school not via the Office must be challenged and directed to the School office, and the incident reported to the Head Teacher or a member of the Senior Leadership Team.
- A list of Key holders for the School is held by the School Business Manager.
- Members of staff may be given permission to become a keyholder on a temporary basis at the Head Teacher's discretion.

Reviewed by: Resources Committee (September 2016)

Approved by: Resources Committee

Next Review: September 2018, Resources Committee