



Peasedown St John Primary School Safeguarding: School Security Policy

Rationale:

At Peasedown St John Primary School we are committed to our duty to safeguard and promote the welfare of children and young people. We have clear, robust procedures in place to ensure that children are safe while in our care. All the procedures detailed below are subject to the paramount commitment of the school, which is the safety and well-being of the child.

Procedures for the start of the school day:

- Children are welcomed into our school from 8.45am. The caretaker unlocks all the gates and entrance doors to allow children to enter the school buildings and make their way to cloakrooms and classrooms.
- In order to ensure the safety of children arriving and leaving our school building, the car park at the front of our school is reserved for staff and visitors. A fenced footpath directs children and parents from the main road, around the outside of the car park to the safe entrances at the side of the building.
- There is an additional gate to allow pedestrian access to the Nursery entrance.
- Children in Nursery, Reception, Year 1 and Year 2 can be escorted to the classroom by their parent/carer.
- Children in Year3-6 are asked to say goodbye to their parent/carer at the school entrance.
- Year 5 pupils enter the Annex via the main playground. A member of staff is present at the gate and the children walk along a short walkway to the rear Annex entrance.
- A member of staff is present on all the school entrances to take messages from parents, to ensure that children make their way safely into school and that no child leaves the premises once they have arrived.
- The class teacher takes the register at 8.55am and sends it to the school office at approximately 9.00am.
- Our caretaker then begins locking all the entrance doors and the gates at 9.00am.
- Any child arriving after 9.00am reports to the school office to be marked in the late book.

During the school day:

- Once all the gates around the site have been locked by our caretaker, the school site is secure. There is no access to the site other than the main school entrance.

- The fire exits at either side of the building have to remain unlocked from the inside, but they are alarmed during the school day. This ensures that any pupil attempting to leave the building can be quickly identified.
- During the day, the only access to the Year 5 Annex is from the playground, via the main school building. The front of the Annex has a gate which is locked at all times. The front Annex entrance door is also locked at all times.
- The door which leads from our library to the main Reception area has a high release button, to prevent pupils from accessing it.
- Visitors to the school can only access the school site via the main Reception area. See separate section below for more details.
- For school procedures in the unlikely event that a child goes missing, see our Missing Child Policy.
- The school has CCTV cameras located at all the entrances around the school building. There is a television screen in the school office which allows the CCTV footage to be monitored at all times throughout the day.
- All members of staff wear photographic ID passes, which allow them access to the building and also make them easily identifiable.

Procedures for the end of the school day:

- Children in Foundation Stage and Key Stage 1 are dismissed at the exit listed below to their parents/carers or other authorised adult. If there are any changes to the usual collection arrangements for a particular child, it is the parents/carers responsibility to write this in the 'Going Home Book' in the child's classroom in the morning. Staff will not release a child to any other adult unless there is written or verbal instruction from the parent/carer to do so.
- If any child is not permitted to go home with a particular parent/ adult, this information will be shared with the class teacher, the school office and any supply teacher working in that class.
- In KS2, teachers dismiss their class from the cloakroom. KS2 children are regularly reminded that if the person they were expecting to collect them does not arrive, they should go back into the school building and inform a member of staff.
- For school procedures when a child is not collected, see our Uncollected Child Policy.
- Exits used by each year group at the end of the school day are:

Nursery- parents/ carers are invited into the Nursery classroom to collect their children

Reception- Main Reception class exit; Green class door/ramp

Year 1- Yellow and Amber - side doors; Orange class door/ramp

Year 2- Sunflower - exit at the end of the Nursery corridor; Daffodil and Buttercup - Hall exit

Year 3- Hall exit

Year 4- Side exit

Year 5- Annex exit

Year 6- Side exits or exit at the end of the Nursery corridor

- When the school building is unoccupied, it is fully alarmed. The CCTV cameras have motion sensors and any activity around the building is recorded.

Visitors to our school

- All visitors to our school use the main entrance. They are required to sign the visitors' book and may be asked for proof of identification.
- Once the visitor has signed in and the purpose of their visit has been verified, they will be given a visitor pass. They will then be escorted to the relevant part of the school and introduced to the relevant member of staff.
- If the person is a regular visitor to our school, such as a sports coach or music teacher, they are given their own photo visitor pass. They are required to carry this pass with them whenever they visit our school. Copies of these photo passes are kept in the school office, so that staff can verify the identification of the visitor if necessary.
- All volunteers working regularly in our school either have a CRB check or a risk assessment has been completed. They are supervised by a member of staff at all times.
- Parents volunteering to accompany children on school trips/visits are supervised by a member of staff at all times.
- For more information on our staff recruitment procedures, see our Safer Recruitment and Selection Policy.