



Woolston Infant School

Security & Visitors Policy

Authorised on behalf of the Governing Body:	Andy Steege Chair Governors Date: January 2024	Next policy review due: January 2026
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Security & Visitors Policy

Aim:

Our aim is to provide a safe and secure environment for our pupils, staff and legitimate visitors to the school. Our Security & Visitors Policy ensures that we have in place effective systems to enable us to achieve this aim. We have no wish to be other than a welcoming school, but the safety of our children is paramount. We must know who is on the premises and why. Everyone within the school community will be made fully conversant with the procedures.

Procedure:

Role of the Governing Body

The Governing Body is responsible for formulating policy regarding security and monitoring its implementation. At Woolston Infant School, the "Buildings & Grounds Sub-Committee" of the Governing Body, monitors Security issues on a half-termly basis, with any key issues that arise being taken to the Full Governing Body. The School will continue to promote a proactive liaison with the Police and participate in any crime reduction projects they may instigate.

Role of the Headteacher

The Headteacher is responsible for implementing the Security & Visitors Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff understand the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training provided as necessary;
- parents are informed of the Security Policy and encouraged to help;
- there is a security risk assessment for the school which is reviewed annually
- routine security checks are carried out on a daily basis by the Site Manager;
- regular reports are made to the LGC;
- accurate recording of all anti-social activity and/or crimes with specific details and locations. Incidents will be reported to the relevant authorities e.g. the Police, Trust.

Staff

- All Staff need to be aware of their own vulnerability to a confrontational incident
- All staff must ensure that staff based in school are the only staff to know the combination of the door locks;
- All staff must sign in and out of the staff sign in app, including when they leave the premises at lunchtime
- All staff must wear school identification lanyards
- Staff must contact the School Office or member of the Senior Leadership Team in an emergency;
- Staff must not have meetings with parents where they are alone in the room;
- Staff must challenge visitors who are not wearing a visitors badge;
- Staff must give consideration to their personal safety when working alone in isolated areas of the school or outside of normal hours.

Access to the School

- The school gates will be kept locked out of school hours;
- Pupils are allowed on the premises from 8:30 am to 3:05 pm.(except when taking part in before or after school activities)
- Apart from the main school entrance all other exterior gates will be kept locked during school hours (gates will be unlocked at 8:30 and 14:45 and locked again at 09:10 and 15:15);
- Children will be supervised by members of staff at playtimes;



Security & Visitors Policy

- all staff to challenge visitors without a badge on the school grounds during playtimes;
- Push button combination locks operate on the main entrance to the school and hall door
- all external doors to be kept shut and not left on the latch (note: doors can be opened internally but not from outside);

Visitors

All visitors must be issued with a **visitor's badge**.

- all visitors, including contractors, must come into school via the main entrance and report to the School Office and sign in the visitors section of sign in app. They will be issued with a visitor's badge which should be worn at all times;
- parents who make an appointment to meet with a member of staff will follow the same procedure as above;
- all other services (SEN, IT, Outreach, etc) based in the School must sign in the same way
- parents to be reminded of our security strategies on a regular basis through the Newsletter;

Pupil Security

If a parent is collecting a child early from the school at any time during the School day, they must

- give advance notice if possible.
- report to the School Office and the child will be brought to the office and signed out. When returning the child to School, they will return via the office and be signed back in via the sign in app.

If a child is late arriving at School, in order for the register to be updated, he/she must report to the School Office to be signed in before going to the classroom.

Children will not normally be released from School during the day unless we have a prior request from the child's parent or carer.

If the child's normal carer is not the person picking up the child from school at the end of the day, the parent must inform the school in advance and sign a permission slip. In an emergency, verbal permission will be sufficient and a red slip will be completed on the parent's behalf. Children are handed over at the door to whoever is collecting them. If no one has arrived they will be taken to the office to wait.

Unobtrusive photography during school productions/performances will be permitted, although parents will be given the right beforehand to withdraw their child if they are unhappy with this. No photographs taken in school by parents are to be placed onto a Public Domain, including Social Networking Sites. Anyone deemed to be acting in an inappropriate manner will be asked to withdraw.

All children will be made aware of the reasons and need for safety as part of the curriculum.

Security of Equipment

- all expensive, portable equipment to be marked as belonging to the School;
- an infra-red intruder alarm system is in operation when the school is closed;
- scalable walls will be coated with anti-climb paint and drain pipes covered to not enable climbing. These will be inspected yearly;

Further information and guidance

Health and Safety Policy, Off-site Activities Policy, esafety Policy