



BUGLAWTON PRIMARY SCHOOL

Be the Best We Can

Security Policy

Members of staff responsible:

Governor Committee

Date approved by the full Governing body:

Date to be reviewed:

Mr J Norris

Leadership and Management

Summer 2016

Purpose

The Governors and staff of Buglawton Primary School are committed to ensuring the safety and well being of all children and adults who are part of the school community or visit the school for whatever reason. To this end it is necessary to make sure that unwelcome people do not come into school either during or after the school day. The Staff and Governors have established procedures to ensure this.

School Time Procedure

From approximately 7:30am each morning, the Site Maintenance Officer (SMO) unlocks the school gates and buildings. Each day he carries out a check of the grounds to ensure they are safe for the children, staff or anyone visiting the school. Once unlocked, the school is secure; without keys or knowledge of access codes, it is not possible to enter the school building. Key pad entrances can be found at the top of the school near the hall and kitchen (doubling for access to Breakfast and After School Club), the rear of the Reception class and the main entrance.

The SMO and Headteacher (or other staff member in his absence) will stand on gate duty at both the top and bottom main gates from 8:30am to monitor anyone entering the school grounds. The small middle gate leading to the front entrance is locked at this time. Visitors who are not members of the school are directed to the main office. All visitors to the main entrance must ring a bell to gain access.

Teachers or other school staff members open and supervise the doors to their classes from 8:35am. Children can enter school between 8:35am and 8:45am, at which point another bell will sound for their doors to be locked shut. The SLT member and Headteacher (or other staff member in his absence) will then do a

final check of classroom doors and unlock the front entrance gate. Any children arriving after 8:45am must report to the front office to be signed in and taken to their class.

The main entrance is monitored by the school's office staff via a buzzer and intercom system with a visual screen. This is then activated with a remote door release. All visitors to the school report directly to the office via the window in the main entrance. All visitors to the school and staff must wear badges for identification.

If a member of staff meets an unknown or unbadged visitor, they should ask if they can help and ask them to report to the office.

At the end of the school day, children leave the school via the main entrance, their own classroom door or the Reception classroom if they have siblings in that class. All doors and gates are then locked again so the only way to enter the school is via the main entrance. Children are collected from designated doors when after school clubs are running.

Breakfast Club and Afterschool Club

From 7:45am, access to the Breakfast Club is via the secure side entrance near to the school kitchen. Parents should accompany their child to the door, ring the bell and wait for a member of the club to welcome them and take their child into the hall where they can be signed in the register. Children in Breakfast Club will be escorted to their classroom by a member of the Breakfast Club staff at 8:35am and passed on to their class teacher.

Children using Afterschool Club will be collected from their classroom at the end of the school day by an Afterschool Club staff member. Once in the school hall a register will be taken. Parents collect their children from Afterschool Club from the same side entrance as Breakfast Club. The Afterschool Club staff will ensure that children are passed to parents or carers and that they are signed out of the club.

Out of Hours

At other times, if no one is present in school, all doors and external gates are locked. Windows are checked and secured and the alarm system is activated. The SLT and SMO are registered key holders.

If anyone is in school, for example during the school holidays, access to the building is still restricted to the main entrance where at all possible, however on occasions when work is being carried out, other doors may be required to be open. If the SMO is working in the school grounds, he will put a notice on the door for visitors. The only gates that will be open during the school holidays are the main gate and the top gate unless access is required by contractors at the bottom gate.

**Signed: Mr G Hayes:
Chair of Governors**

**Signed: Mr J Norris:
Headteacher**