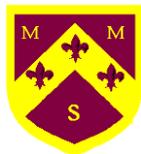


MAIDS MORETON CE SCHOOL



SCHOOL SECURITY POLICY

Maids Moreton CE School aims to provide a secure site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to respect the rules which govern it. It is recognised that laxity can cause potential problems to safeguarding.

Therefore, the school ensures that:

- the school gates are closed by 9.10am every morning and remain closed while school is operational and pupils are on site.
- the side gate to the playground remains locked while the school is operational.
- the front doors are kept locked to prevent intrusion during the school day. There is an intercom system in place for visitors to use to request entry.
- entry through the front door is via an access code number and key, the code of which should remain confidential to named users only. Only members of staff and named governors responsible for lettings have keys to the premises and access code numbers. This code should not be divulged to others and keys should not be shared.
- visitors and volunteers may only enter through the main front entrance, as directed by a visible sign, and are signposted to the school office where they are required to request entry via the intercom system, sign in and out using the visitor's book and to wear a visitor's lanyard. Children are not allowed to open the door to visitors.
- All staff and visitors wear lanyards to indicate whether they are a member of staff or a visitor in school. Staff lanyards include photocard ID.
- any unidentified person on the school site is challenged, required to show ID and asked the purpose of their visit. If necessary, they should be asked to leave the site.
- children are only allowed home with named adults/carers with parental responsibility. Confirmed permission must be received in advance for another adult to assume this responsibility.
- pupils are required to be booked out if they need to leave the school during the school day. A letter of authority signed by the parent (guardian), or phone call to the school office, will be required if the child is to leave with someone other than the parent (guardian).
- children are not allowed to leave school alone at the end of the school day or during school hours.
- all children are adequately supervised at all times, with appropriate teacher/pupil ratios in class and on the playground/field.
- should a child leave the school premises without permission, a member of the school staff would attempt to locate the child and return them safely to school without compromising the safety of the other pupils. In the event of the member of staff failing to locate the child, the child's parents and the police would be informed immediately.
- the perimeter fence is secure and regularly checked as part of weekly checks and termly health and safety audits.

- the school has established procedures to deal with emergency situations that may arise, such as fire, hoax calls, bomb alerts, accidents, unauthorised persons, trespassers, etc. All staff and pupils are familiar with the emergency procedures.
- the school Head teacher, or her representative, and Governors will undertake regular risk assessments of security and review procedures to ensure their effectiveness. Within available budgets, steps to improve security will be taken wherever possible.
- training will be given to staff to enable them to recognise the risk posed by unwelcome visitors. Training will be given to enable staff to cope effectively in these situations and minimise any risk.
- all significant incidents of arson, theft, vandalism or assault will be recorded and reported to the relevant authorities as part of the school Health and Safety procedures.
- the school maintains contact with organisations, such as the Police and Local Authority, to ensure its procedures are effective, current and familiar to staff, governors, pupils and parents.
- the school has guidance on lone working for its staff when working on the premises out of hours, to ensure that they are not put at risk. Staff are encouraged not to work on the premises alone. Where this is unavoidable after school, or during weekends or holidays, they are advised to keep outer doors locked, let someone know that they are on the premises alone, the approximate time they will be leaving and keep a charged mobile phone on their person. We have a Lone Working Policy which is shared with all teaching staff.

Admission Forms Guidelines and Pupil Records.

Staff must recognise the importance of having comprehensive and up to date information about pupils and their family circumstances. Apart from needing to know information such as medical conditions, emergency contacts etc, it is equally important to check whether records are up-to-date in terms of access arrangements for the child, details of court orders etc. The school must ensure that staff do not find themselves in difficult situations where an estranged parent may call at the school to see or collect his/her child but has no legal authority to be there. Similarly it is important to know if other relatives of the child, or friends of the family have permission to collect a pupil, and to keep this information to hand in the school office. Importantly, staff need to know who cannot collect a child.

All staff must ensure that when children are collected from school they know the following:

- a) The person who is collecting the child.
- b) The person has authority to collect the child.
- c) There is permission from the parent/guardian authorising collection of their child from school by others.

All staff will be informed if the family circumstances of any pupil changes.

Written by: Keira Ainsworth

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Ratified by the Governing Body: June 2017

Next Review: June 2020