

Harewood Primary School

Security Policy - 2 October, 2018



**Approved by Governors: 2 October, 2018**

**Signed .....(Headteacher)**

**Date .....**

## Security Policy

All external gates are padlocked at night. The gate at the main reception to school on Eric Avenue is re-opened at 7.30am by the Site Manager and the main door is then accessed by staff using a fob. There is a buzzer system linked to an intercom and a camera connected to the School Office. Staff record themselves as being on site by using the Invenry system which is located in the school reception and again each time that they leave the premises.

Children attending Breakfast Club arrive at 8.15am and need to be accompanied by parents and wait in the reception area until Breakfast Club starts. Breakfast Club children are marked present on a Breakfast Club Register.

Early Birds Breakfast Club begins at 8am and parents bring children to the school office where they are supervised by a member of staff.

Playground gates are opened at 8.40am by the Site Manager and a member of staff supervises each playground remaining alert for any unidentified adults present on the playground.

External doors remain closed until 8.50am when they are opened by duty staff who remain by the door to scrutinise anyone trying to access the building. Children are brought into the building and doors lock automatically. The locking of external gates by the Site Manager begins at 8.55am. Adults who want to speak to a member of staff are directed to the main reception and are asked to sign in and are issued with a Visitor's Badge. Once all external gates are locked the only access to school is via the main reception on Eric Avenue and the Nursery Entrance.

The security in the reception area includes a security fob for the office door, Computer Suite and Parent Support Room to enable staff to retreat to a safe place if faced with an aggressive visitor to school. The office has an intercom to alert all classes of any potential danger and an individual internal phone line to aid communication between any room in school and the office. There is a security lock on the doors to enter school and between the reception area and the classrooms which staff need a fob to open, office staff have a release button for all the doors in the reception area. Other external doors within school also have fob access as added security. In the event of a fire all these doors automatically release.

All visitors are screened by office staff via a camera system before entry into school is allowed. All visitors sign in and their identity is checked and DBS status confirmed. If a visitor does not have enhanced clearance they are supervised by a member of staff whilst on site. Visitors are given safeguarding information, fire plan and a visitor's badge.

All latecomers enter school through the main reception and recorded as arrived by the Administrators.

Reception Class parents can accompany children into school to help settle them and they use the entrance accessed from the Mansfield Avenue playground. All parents are supervised by staff whilst on site. The Reception Class Annexe has its own keypad and vision panel in the door to enable staff to restrict access to anyone unknown to them or who appears to pose a threat. The Annexe has a phone line to the main office to summon assistance if there was any perceived threat to safety on the playground.

The Nursery provides 15 flexible hours of provision, however, most parents drop off and collect children at key points in the day. The gate leading directly to the Nursery is locked at all times. Parents need to press the buzzer to let Nursery staff know they are there and staff can also see who is at the gate through a camera system before releasing the gate. The gate automatically locks behind the parent. The Nursery Entrance has a camera and a buzzer also so that staff can screen adults visually before opening the door. There is another door with a key pad that leads into the corridor and another door with a key pad that leads directly into the Nursery. These security doors are in place to provide a series of locked barriers between the children and the external exit. All children are signed in and out of Nursery at the point of entry by a member of staff and use a password system as well as staff having a photograph of those collecting the children to support security.

Parents taking a child out of school early must sign them out at reception. Only parents and known carers are allowed to sign children out of school. If anyone else arrives they are not allowed to remove children without confirmation being given by parents or carers either by letter or phone call.

Access orders are kept in the Office and Admin Staff are aware of children with restrictive orders. If at any point a child is unwilling to be taken from school by an adult then the leader in charge of the site at that time will be called for and will review the situation.

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