

St Anne's Catholic Primary School

Site Security Policy

Introduction:

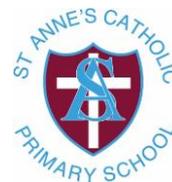
St Anne's Catholic Primary School is committed to providing a safe and secure working, teaching and learning environment for all staff, students, governors, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the school, which recognises the importance and relevance of Risk Management and Security strategies.

School Access:

1. During the school day when classes are in session, the entrances to the school building will be kept secure with a key fob system that only authorised contactors and staff will have access to. The security perimeter gates surround the building will be secure by cameras and access only by the two main entrance gates at the front of school. These will be checked regularly by front of house staff and they will only allow access to authorised personnel. During busy times pupil drop off and pick ups the main School entrance will be monitored by School Caretaker and the playground gate will be monitored by members of senior leadership team.
2. During the school day the gates are opened under the supervision of a member of the office admin team visitors are usually checked by senior leadership team who should have prior notice of them coming. For the purposes of pupils arriving to school after 9am and before 3:30 at these times the entrance gates will be opened from the inside intercom upon parent arrival they will be asked to sign their child in or out depending the nature of their visit.
3. Parents who have children attending breakfast club can call the club number for a member of staff to open the gates when they arrive. The morning club is held in the nursery and the intercom or their telephone can also be called to drop children off in the morning.
4. All teaching and support staff have fobs which will open the main school entrance door into the reception lobby.

Visitors to the School

5. All Visitors, parents or contractors upon arrival will be asked to sign into the entry sign system in the front lobby area. They must provide a DBS and ID which will be checked by front of house admin support team, they will ask permission to take a copy of DBS for it to be added to Single central record. It will be destroyed as soon as this is done. If no consent the Check in form is used to record persons who present a DBS certificate, the number will be written, date issued and DOB checked on the ID before they are given access to the school. The form will then be given to the School business manager who will record the relevant details to the single central register.
6. All visitors will be given a Red Lanyard if they have no DBS clearance and a Green Lanyard if they have proper DBS vetting and clearance. Visitors without DBS clearance must be accompanied by a staff member at all times and will not be left alone with children.



7. Visitors to the school should only be admitted via the main front entrance and Lobby they will be given the school safeguarding and fire safety poster upon arrival it will list Safeguarding and First aid procedures.

8. Expected Contractors visitors or governors that are known to the school and have cleared safeguarding vetting will be given access to the main school area by pre-authorising them on entry sign they will be given a fob and must wear a green Lanyard at all times. Other authorised visitors meeting a member of staff should have their name given to admin front of house staff prior to them arriving and a risk assessment signed by head teacher. The member of staff will be called on arrival after they have signed in the staff member will escort them into the main school area They will be accompanied at all times. Contractors will be accompanied by Premises officer or school business manager.

9. Ex-staff member visits will need to be authorised by Head Teacher prior to their visit before they can enter the school they will need to be accompanied by a member of staff and their current DBS and ID checked. The Head Teacher must approve their visit before they are let into the school.

10. The main entrance door should only be opened by the school receptionist, admin team for deliveries and for safety never propped open. Pupils, parents and other visitors in the lobby must never open the main door to visitors even if they know who they are. If Parents are left in the playground after the gates have been closed they will be escorted out of the building by a member of staff and never left to wonder out by themselves.

11. All visitors must wear a school visitor's badge and or their respective professional badge at all times when on site.

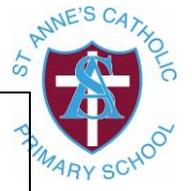
12. All Staff have the right to challenge any stranger who does not have a visitor's badge and they are not familiar to you or they wearing a red lanyard and alone with a pupil or pupils.

Other Relevant Documents

A number of other school documents contain significant statements relating to pupils' safety.

- Health and Safety Policy
- Staff code of conduct
- Emergency Evacuation
- Medical Needs Policy
- Risk Assessments
- Fire Safety Policy

Date agreed by governing body	Signature of Chair or Vice Chair
Date agreed for review	Frequency of Review



Responsibility for Review	Every year
Resources /FGB	