

# **St. Winifred's R.C. Primary School**



## **Security Policy June 2015**

All registers to be completed on SIMS and checked at the start of the morning and afternoon sessions to ensure all pupils are accounted for. This is the responsibility of the class teacher. The secretary will then check the registers following close of registers.

### Access to the Building

All children and parents enter the school by way of the main playground. Children of Reception classes enter school through their own gate off the main playground. All other classes line up on the main playground and are escorted, by the classteacher, into their classrooms at 8.55AM.

At 3.30PM, Reception parents/carers enter the classroom to collect their child. Only an adult known to school staff (or named by the child's parent) will be able to collect a child. Year 1 parents/carers collect their child from the classteacher, on the playground. Year 2 parents collect their child from the classroom.

At 3.35PM, KS2 children are dismissed from the classroom door. Children are told to return to the classroom if their parent/carer is not on the playground to meet them. KS2 pupils make their way to parents as appropriate.

After school club collects pupils from designated place (by Infant Block).

Any child who remains uncollected is brought back to the school foyer. The Business Manager/ School secretary is informed and parents are contacted. The child is supervised by the departmental team leader until collected.

Access and egress to the school building is restricted by the securing of the school gate, which is opened at 8.40am and then closed and locked at 9.00AM. It is then reopened at 3.20 until 4.00PM. Between 9.00AM and 3.20PM access to school may be gained via the main entrance. Egress may be made from the school by any door from each classroom, hall, foyer and back door onto the main playground.

Visitor access is restricted to the main entrance where admittance to school is controlled by locked double doors. These are controlled by the school office.

- 1 All visitors must report to the school office where they will be asked to sign in using our computerised Entry Sign in system and issued with a visitor's badge while on the premises. (See also the Safeguarding policy)

There is a panic alarm situated in the school office in case of emergency.

The December 2012 DFE document 'Advice on school security: Access to, barring of individuals from school premises is used as guidance.

A School Security Plan is formulated and reviewed by the site manager and headteacher at the beginning of each school year. This plan follows the cycle of: Identify Hazard – Action Plan- Implement Changes- Monitor- Review

