

Mottram CE (Aided) Primary School

SECURITY POLICY

Aims

- To ensure and maintain a safe environment for children and adults in school
- To ensure the security of the building

Adults

- All adults working with children are DBS checked.
- All visitors to access the building via the main entrance. Visitors must not be given entry via the back doors.
- Access to the school for visitors is via the main entrance. Entry will be gained on satisfactory identification and after stating the nature of their business.
- Visitors to sign in using the Visitors Book.
- Contractors will be made known to staff, and will have no contact with children. They will also sign a permit to work document.
- Contractors will have no access to the inside of the building except by prior arrangement.
- Persons carrying out checks in school (e.g. Pest control) will wear a visitor's badge.
- In the case of fire visitors will leave the building via the nearest exit along with children and staff. The most senior member of staff will carry out a final safety sweep of the building and any visitors still around will be directed outside via the nearest fire exit.

Children

- Children are regularly reminded, by Headteacher and class teachers, that they are not allowed to open external doors under any circumstances. External doors are locked during the school day.
- At playtime and dinnertime external doors to the playground are opened by an adult. Doors are secured at the end of breaks by an adult. Children will be accompanied onto the playground and do not use playgrounds unsupervised.
- Children leaving school for appointments during the school day will only be released (via the front door) into the care of an adult. Adults must identify themselves if they are not known to staff.
- Gates are closed during the school day. Children are not allowed outside the school grounds. Children must always be accompanied by an adult if balls go over the fence.
- A member of staff will always be present during after school clubs run by outside agencies.

- Children attending after school clubs must leave/be collected via the front doors and will always be supervised by staff. Parents of children not collected will be contacted; children will remain under the supervision of staff until collected.
- Should children not be collected at the end of the day, they will be sent to sit on the chairs outside the office until an adult arrives. If not collected by 3.30pm, school will use the contact numbers to call parent/carer. If we are unable to make contact with parent/carer, then at 4.15pm we will begin to contact Social Services. Staff will not take children home in their own car unless another adult is present, and only in an emergency after making sure that there will be an adult at home.
- Children must not talk to contractors or others doing work in school.

The Building

- Key holders are listed and restricted in number.
- Contractors issued with security keypad numbers will have their number erased at the end of the contract. Access will be limited and rooms kept locked.
- The main entrance door is operated by a key fob pad system and can also be released from the office where necessary. All staff members have their own fob which is registered and logged on the system. A sliding glass panel in the office allows visitors to be 'vetted' before they are allowed in via the release switch.
- Whenever possible, and if necessary, the caretaker will be on site when contractors are working in holiday periods.
- The head teacher is responsible to the Governing Body for the security of the building. This responsibility is delegated to the caretaker before and after school and in the holidays.
- Doors and windows are checked, by the caretaker, prior to locking up. Internal doors are locked. Fire doors are closed.
- The caretaker will check that lights and plugs are switched off.
- Alarms are set on vacating the building.
- Gates are locked.
- Security lights are located at the front of the building.

Church use

- Church holds 1 set of keys and only named key holders have access to the school building.
- Only designated areas must be used.
- Gates and doors to be locked as directed.
- Lights and plugs will be switched off, doors and windows closed and locked, also Foundation Stage door/shutter locked.
- The alarm should be set and the doors locked.

- When the building is in use the front door must not be left 'on the latch.'
- The church wardens will be responsible for the security of the building when it is being used by church.
- Keys are in the possession of the church wardens.
- Users have been informed regarding the location of fire alarms and have been informed of evacuation procedures.
- Fire doors must not be blocked.

Fire Alarms/Practices

- All staff know the location of fire alarms.
- Fire practices are carried out termly, logged and reported to the Governing Body.
- Fire alarms are checked by the caretaker.
- In the event of a fire everyone will vacate the building as practiced.
- Children should report fire or suspicions to an adult who will investigate appropriately.

Key Holders:

Melissa Scattergood

Paul Marrow

Karen Johnson

James Halstead