

Staple Hill Primary School

Site Security Policy

Staple Hill Primary School provides a secure site, which is controlled by precise management directives. However, the site is only as secure as the people who use it. All people on site, whether staff, visitors or volunteers, have to adhere to the rules which govern the security of the site. Laxity can cause problems with safeguarding.

Therefore:

- All gates, other than the main entrance, should be locked except at the start and end of each day;
- The school is fitted with security doors which should be closed at all times to prevent intrusion but also facilitate smooth exits;
- Visitors, volunteers and students must only enter through the main entrance and are required to sign in at the office window;
- When a child is collected by an adult, that child will only be allowed home with adults having parental responsibility or confirmed permission;
- Empty classrooms should have closed windows;
- Children are never allowed to leave school alone during school hours and, if collected by an adult, must be signed out. Should a child leave the school premises without permission then staff have been informed never to chase after the child, but rather to report immediately to the office. The parents and police will then be informed of the circumstances;
- The access granted to those issued with electronic key fobs will be limited to that required for their role:
- The site will be locked appropriately for any lettings:
- A security risk assessment of the site is to be carried out annually;

Date	Notes
10 November 2011	Reviewed & amended by F & B committee
24 November 2011	Approved by FGB