



Melcombe Primary School Security Policy

Reviewed by: Mandie Frost

Date adopted: 4th December 2018

Signed Emma Anderson

Date 4/12/18

Emma Anderson
Chair of the Governing Board

Date for Review: 4th December 2019

Introduction

Melcombe Primary School Governing Body seeks to ensure that all reasonable steps are taken to provide a safe and healthy environment for the staff employed at the school, for the young people attending the school and for other users of it.

Each and every employee is expected to familiarise themselves with this security policy and recognise that there is a personal and collective responsibility to maintain a safe school environment.

Security Passes

The school operates a Security Pass system to provide easy identification of those authorised to be on the school premises.

All security passes are required to be clearly visible. Anyone seen on the premises or playgrounds without a pass (other than parents) will be challenged and the office advised immediately. Details of any suspicious occurrences will be advised to the LEA as part of the School Safe Scheme.

Visitors will initially be identified at the point of entry via closed circuit television before being admitted to the school and must report to the school office, sign in and show proof of their identity if they are not a parent at the school. They will be issued with a printed visitor label, which must be swiped 'out' when leaving the premises.

In circumstances where a visitor is working unsupervised with children on one or more occasions or on a regular basis (as a volunteer) an acceptable Criminal Records Bureau disclosure must be obtained and the disclosure number recorded by the school office.

Access to the Premises

Access to the Children's Centre is via the gate on Fulham Palace Road and will be available during the published hours when the Centre is operational. The gate and doors leading into the Centre will be kept locked and admission will be via door entry systems controlled by the Children's Centre Staff.

Access to the Nursery is via the nursery gate in Fulham Palace Road (opposite the Children's Centre entrance). The gate is manned and opened 10 minutes prior to the start of the nursery day, the end of the morning session, the commencement of the afternoon session and the end of the nursery day. At all other times the gate will be locked. In the event that a parent or carer needs to visit the nursery at any other time during the school day they are required to use the main school entrance on Colwith Road and report to the school office.

Access to the main school is available via the Colwith Road entrance. Access is controlled from the school office by a door entry system at the entrance to the playground and again on the main door into the school building school between the hours of 9.15 a.m. to 3.10 p.m. Parents and Carers visiting the school between these hours are required to report to the school office and obtain a visitors security pass if they are intending to go anywhere else within the school building. The pass must be swiped 'out' when leaving the school.

The main door to the school building will close again at 3.30 p.m. and is controlled by a door entry system. The gates to the playground will close at 7 p.m.

All other entrances are kept closed on push bar locks that allow immediate exit in the event of an emergency. A secondary locking system is introduced from 3.45 p.m. each day during term time and permanently outside of term time. This can be manually over-ridden in an emergency.

When the secondary locking system is in place, exit from the school must only be made via the main entrance other than in an emergency.

Occupation of the Premises

Unless previously agreed by the Head Teacher/Site Officer on a case-by-case basis, no one may remain on the premises after 7:00pm.

Where any part of the premises is let for use after 3:45pm, being used for extra-curricular activities or internal meetings, entry to and exit from the building may only be obtained through the main entrance leading into reception.

It is the responsibility of those hiring any part of the premises to ensure that only those using the letting are admitted to the premises. Under no circumstances may any external door be left open unattended.

Rooms that are not in use must be kept locked and employees must:

- Not leave any money or personal valuables unattended.
- Ensure that any portable equipment of value (in particularly iPad & laptops) is safely store away from sight.