**Ringway Primary School**

School Security

**Date of Policy Spring 2013**

**Date of review Spring 2016**

 **Summer 2019**

**Aims**

At Ringway Primary School it is important to create a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment.

Children need to feel that they can feel safe. Staff should feel that the Governing Body has done everything they can to make the working environment a safe place to work.

**Security of Children and Staff**

**Controlled Access**

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors which only open from the inside) apart from the main entrance to the school. Access through the front door is by an electronic fob; only people working in school have a fob.

**Visitors**

The main entrance is clearly marked with large, clear signs. Visitors have to sign in, stating the purpose of their visit. If they are not a regular visitor and are therefore unknown to the staff and children they are given a sticker to wear, they are then either escorted by the School Secretary or Head teacher to the member of staff requested or asked to wait while the member of staff is contacted. All children and staff are alert to unfamiliar adults in school. Children are asked to report strangers to the nearest member of staff. Staffs ask any unknown person the purpose of their being on the premises. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest member of staff. The unauthorised person will be asked to leave and will be escorted from the premises as they are committing a trespass. If that person refuses, becomes aggressive

or damages property no attempt is to be made by staff to remove the intruder from the premises but the police should be called immediately.

**Entering and Leaving School**

All children enter and leave the school by the cloakroom doors. The car park will be closed during the school day and only opened when needed. The front door is only to be used if a child arrives after 9.00 am when they report that they are late to their class, or by prior arrangement.

All parents are asked to wait outside the school buildings at the beginning and end of the school day. The only exception to this rule concerns parents of children in Reception classes. For the first part of the children’s first term in school parents are asked to bring their children into class. They are, however welcome to enter via the main entrance if they need to see a teacher.

**Supervision on School Grounds**

All children are supervised when in the playgrounds. This is by teaching assistants in the morning and by the mid-day supervisors at lunchtime.. At no time are the children left unsupervised outside.

School playgrounds are fenced, segregating the children from the school car park and main entrance.

**Leaving School at the End of the Day**

At the end of the school day all children leave by the appropriate door. All children know that, if the adult who should be collecting them has not arrived, they are to return straight into school and stay with their teacher. If after 10 minutes, no one has arrived the teacher will take the child to the office and telephone to see what the delay might be. The child stays in school until an adult arrive.

No child is allowed to leave unless we are sure they are safe. Teachers will direct children to their parents in the yard. Year 4 children are allowed to walk home unaccompanied by prior arrangement with school.

**Leaving School during the day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents know they need to report to the School Office if they need to collect their child.

**Security of Personal Property**

Children are asked not to bring anything of value to school. Individual staff members are responsible for any items they bring to work. The school cannot be responsible for cars parked in the car park.

**Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked.

Monies are banked frequently and not kept on school premises.

**Security of Building**

• An effective intruder alarm is in operation. This is always on when the school is not in use

• The Caretaker and the Head teacher are designated key holders and are responsible for the security of the building;

• It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

**Caretaker**

It is the responsibility of the site supervisor to check daily that:

• All locks and catches are in working order;

• The emergency lighting is working;

• The fire alarm has no faults;

The security system is working properly and before leaving the premises, to check:

• All the windows are closed;

• The doors are locked and secure;

• The security alarm is set;

• All gates are locked.

**Dealing with complaints**

If a parent wishes to complain about the provision or the policy, they should, in the first instance, raise it with the class teacher, who will try to resolve the situation.

If the issue cannot be resolved within 10 working days, the parent can submit a formal complaint to the Head teacher in writing or any other accessible format. The Head teacher will reply within 10 working days.

Any issues that remain unresolved at this stage will be managed according to the school’s Complaints Policy. This is available, on request, from the school or on line.