



SECURITY POLICY

Rationale:

To ensure that school is a safe working environment and that all reasonable precautions are taken to protect the children, parents, staff, the premises and resources of the school.

Purpose:

- To ensure the safety and well being of children on the premises.
- To ensure the safety and well being of staff working on the premises.
- To ensure the safety and well being of parents and visitors to the school.
- To ensure the premises are secure when no one is present.
- To protect the building and resources of the school.

Guidelines:

1. The Headteacher, Caretaker and Finance Officer are the designated key holders.
2. If a member of staff is alone on the premises they will lock themselves in (see Lone Working Policy).
3. If no-one is in the main building it must always remain locked.
4. Entry to the main building for all visitors will only be via the main entrance. The exception to this rule is parents bringing children into school via the classroom back doors between 8.40 am and 8.50 am or when collecting children from an after school club.
5. Both entrances to the school will be padlocked at 8.55am.
6. Either the Headteacher or Caretaker will ensure that the school is locked and alarmed at the end of each day.
7. All visitors to the school will sign the visitors' book and record the time they leave. The visitors' book will be checked at the end of each day. Authorised visitors must wear a visitors' badge when in school to indicate that they have permission to be there. Parents who attend a school event will sign an attendance sheet.
8. All other visitors to the site will be accompanied whilst on the premises.
9. Contractors will report to the school office before commencing work in school. Contractors may be given keys in order to access the school site out of school hours. This will be at the Headteacher's discretion and keys will be signed out.
10. Pre-employment checks including DBS checks for teaching staff, support staff and regular voluntary helpers will be carried out and details will be stored on their personnel files.

Reviewed: May 2019
Next Review Date: Summer 2022