

Kilby St Mary's CofE
(Aided) Primary School

Security Policy
(Part of Health and
Safety Policy)

Kilby St Mary's CofE (Aided) Primary School Security Policy

1. All members of staff are jointly responsible for the safety/security of stakeholders and the buildings.
2. All visitors **MUST** report to the school office:
 - All visitors will sign the visitors' book and out again when they leave the school site
 - All visitors will be required to wear a visitors' badge, this includes supply staff.
 - All visitors will be provided with an induction booklet that details emergency and child protection procedures
 - Visitors who do not have a current CRB will be escorted at all times on school premises
 - Supply teachers new to school will need to provide photo ID when they report to the school office and evidence of a current CRB
 - Volunteers (all of whom are CRB checked) must sign in and out of the school office.
 - Pupils are taught not to open doors to let people in
 - All parents/carers who have appointments with staff must also sign in at the school office
3. All contractors must sign in at the school office and the Headteacher will go through security, safety and fire procedures with them.
4. At the end of the school day FS2 and KS1 pupils only be allowed out of the building when their parent/carer has arrived. Parents/Carers wanting their child to be collected by someone under 16 must let the school know in writing. We advise parents/carers that pupils should come to and from school with an adult. Pupils in KS2 meet their parents/carers in the school playground. All pupils are regularly reminded that if they are not collected they must go to their class teacher or the school office and not to leave the premises. Parents/Carers who are late are asked to contact school as soon as possible. If a child is not collected we will follow the "Pupils not collected at the end of the school day policy"

5. A member of staff will be in the playground at the start and the end of the school day.
6. All gates except the main gate will be kept locked. These gates will be checked daily by the premises officer. Any gates not locked must be immediately locked and reported to the Headteacher
7. Visitors can gain access to the office through the main gates.
8. Access into school for staff is by either swipe card or fob. It is the responsibility of all staff to report any loss of card or fob to the Headteacher.
9. The school building will be locked at 6pm Mon - Friday unless there is a letting or after school meeting/event.
10. When the school site is closed the alarm system is alarmed and then monitored by ADT Alarm Company.
11. The Headteacher authorises all lets
12. When a letting commences the Premises officer or Headteacher will go through all security, safety and fire procedures with the client responsible for the let.
13. Prior to school functions e.g. concerts and school lettings the will premises officer will check all fire exits are clear and accessible