

Recreation Road Security Policy

Statement of Intent

The staff and Governing Body at Recreation Road Infant School regard the health, safety and security of all children, staff and visitors to school as a primary concern. Everyone is encouraged to be security conscience whilst fulfilling our role as a local school welcoming and accessible to the community.

Visitors to School

The main door is fitted with a Yale locking system and a keypad intercom directly to the office and staffroom.

Visitors to school are required to sign in and out and will be issued with a badge to wear whilst on the premises. All staff have a duty to challenge visitors who are not wearing identification.

Contractors and official visitors are required to show appropriate identification before being admitted to the premises.

The main door is closed at 9:10. Visitors will then seek admittance by using the intercom buzzer.

Parents/Carers delivering and Collecting Children

Parents and carers will use the correct entrance to each class at the beginning and end of each day.

Parents or carers are responsible for delivering their child into the care of a teacher, teaching assistant or Sunflower Club Employee.

Parents arriving with children after 9:10 will need to report to the main office via the main entrance.

At the end of the school day the children will be released to the parent or carer. Other arrangements must be recorded in the classroom book or communicated via telephone to the school office. Children going to After School Club will wait with a member of staff until Club collect them.

The school will not let children go home with other parents unless we have the direct permission of the child's parent/carer.

Parents who know that they are running late must contact the school office. The child will then wait with a member of staff until they are collected.

Classroom Communication and Security

All the classrooms have telephones which connect with the School Office, each other and Emergency Services.

Playtimes and Lunchtime Play

Teaching Staff, Teaching Assistants and Midday Supervisory Assistants supervise the children at playtimes. At least one member of the Leadership Team will remain on site at lunchtimes to deal with any emergencies.

Sunflower Club and Other Users

Access will be via the door in the hall which has a bell to allow for restricted admission.

Other users of the premises include PTA and authorised lettings. Users are expected to ensure that they leave the premises in a safe and secure way.

Outdoor Areas/Parking

Our Pond Area will remain padlocked at all times and children will only be admitted with an authorised adult.

Parents and visitors are requested to park sensibly and show due care to the safety of both other traffic and pedestrians.

We requested that no dogs are brought onto the school grounds.

Visitors are to park on Recreation Road unless they have authority to park at the front of the school.

The disabled parking area at the front of the school must remain clear for authorised use.

Only staff or authorised visitors are allowed to park in the designated Sports Hall Area.

Security of the ground is supported through Broadland Guarding making nightly checks, alarms, security lighting and anti-climb paint.

Caretaker checks also alert us to litter on the field or outdoor areas, hazards from weather, trees or outdoor play equipment.

Evacuation

Staff will decide if children need to be evacuated using the emergency evacuation plan. Leadership Team members or other designated staff will decide on whether to notify the emergency services

Review

All of these procedures will be reviewed annually and practice revised as appropriate.

Headteacher.....Date.....

Chair of Governors.....Date.....

Discussed and adopted at Full Governing Body Meeting on.....

