



# Glen Hills Primary School

## Security Policy

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### **AIM**

The purpose of this policy is to set out the procedures we have in place to ensure the school and surrounding grounds are as secure as possible to secure the following;

- Safety of pupils
- Safety of staff and adults (parents/carers)
- Protection of buildings, equipment and resources

### **SAFETY OF PUPILS**

#### ***Doors***

- All exterior doors can only be opened from the inside; hence no person or persons can enter the building without being let in.
- Interior doors which lead directly to the exterior of the school are predominantly fire exit doors and hence are kept clear for ease of access.
- The main office door is a coded door and is operated by code or release button in the school office; hence a person or persons cannot access the school without being allowed in.
- Similarly, pupils cannot go through the main office door without pushing a button on wall (in the event of a fire, the door is electronically released to allow staff and pupils to exit).

### **BREAK TIMES / LUNCH TIMES**

- No child is left unsupervised in the playground area at any time.

### ***Beginning /End Of School***

- 4+ children are brought into the 4+ Unit by adult who brings them to school.
- Infant children are delivered to atrium door by the adult who brings them to school where a classroom assistant stands and takes any messages (ie adults cannot have access to the playground)
- Junior children are allowed into the playground at 8:40 am when a teacher on duty will be going into the playground.
- Our 4+ children are collected from their 4+ Unit in an organised 'one-way' system and staff ensure each child only leaves with an appropriate adult to that child (i.e. someone identified on contact form / someone that the adult with parental responsibility has given permission). Staff are placed upon two exterior exits to ensure a child cannot wander out at these times.
- Our infant children are collected from either the hall or the rear of the school and handed over by a staff member to an appropriate adult.
- Our junior children leave via the junior exit and stand with the duty teacher at the exit until they see the adult who is collecting them (unless the child walks home by themselves).
- Any children not collected will be brought back into school by the staff member on duty and contact with an appropriate adult is then made.

- The exterior school fence ensures children cannot climb over to exit the school and likewise, no person can climb into the school.
- If any child is reported missing, the head teacher will be informed immediately. A check of the immediate school area will be made. At this point, parents and the police will be informed by the Executive Headteacher / Head of School and senior staff (led by the Executive Head / Head of School if applicable) will search the local area with police support.

**ALL STAFF ARE ENCOURAGED TO CHALLENGE 'STRANGERS' OR ANY PERSONS NOT RECOGNISED OR WEARING THE VISITORS BADGE**

**SIGNS EXPLAINING THE SECURITY PROCEDURE FOR ADULTS ENTERING THE SCHOOL ARE PROMINENTLY DISPLAYED ON EXTERIOR DOORS**

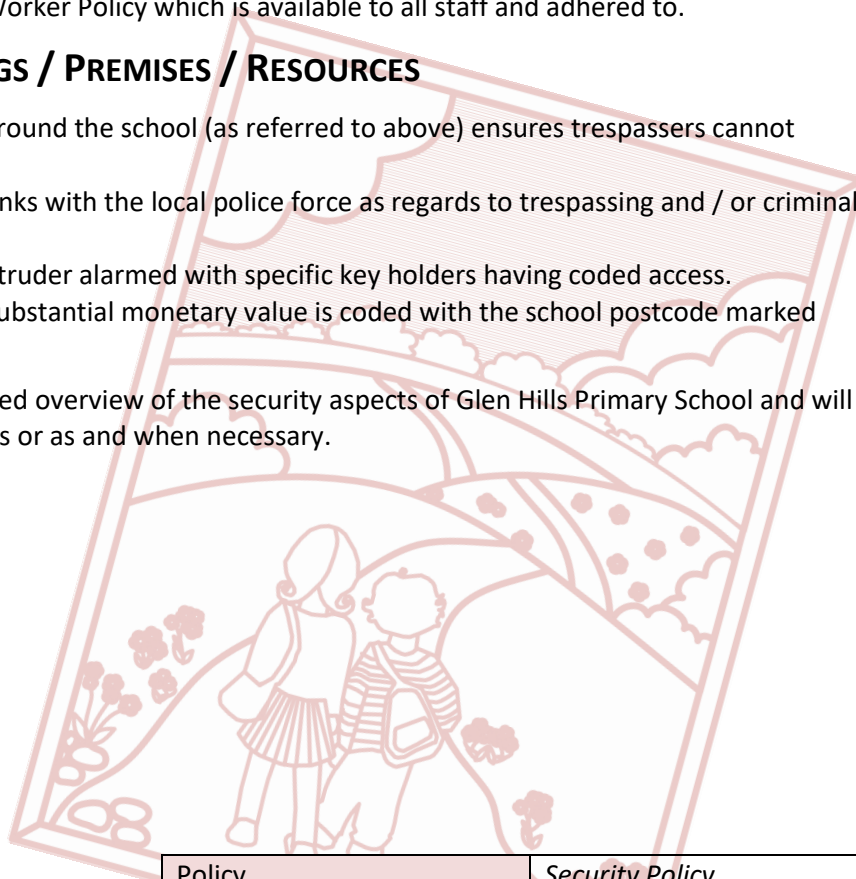
## **SAFETY OF STAFF**

- We are fortunate that all offices or classrooms where a teacher or member of support staff may be are 'open and visible' to others and consequently, there are staff in immediate areas and of easy access to be alerted should a child / adult display aggressive and / or threatening behaviour. The main office door being the only point of access into the school ensures that any possibly aggressive adult shall simply be denied access to the school.
- Adults do enter the 4+ Unit at the start and end of school as explained above. There are a number of staff members always present and senior staff are easily accessible should there be a need to involve them.
- If an adult displays aggressive / threatening behaviour, we reserve the right to contact the police or place an order upon the person / persons banning them from the school premises.
- We have our Lone Worker Policy which is available to all staff and adhered to.

## **SECURITY OF BUILDINGS / PREMISES / RESOURCES**

- The security fence around the school (as referred to above) ensures trespassers cannot access the school.
- We maintain close links with the local police force as regards to trespassing and / or criminal damage.
- The school is fully intruder alarmed with specific key holders having coded access.
- All equipment of a substantial monetary value is coded with the school postcode marked upon it.

This is consequently a detailed overview of the security aspects of Glen Hills Primary School and will be reviewed every four years or as and when necessary.



Policy	<i>Security Policy</i>
Reviewing Committee	<i>Full Governing Board</i>
Last Reviewed	<i>February 2023</i>