



Security Procedures Policy

Aim

At Elliott Park 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 are safe. Staff should feel that the management 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, and the side gate is locked.

Visitors

The main entrance is clearly identified. Visitors have to ring the front door bell and are met by a member of staff.

They are then either escorted to the member of staff requested – or asked to wait while the member of staff is contacted. The member of staff then comes to collect the visitor.

All children and staff are alert to unrecognised adults in school. Any 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 will be called immediately.

Entering and Leaving School

All children enter and leave the school by the side gate. The front door is only to be used if a child arrives after 8.45 am when they report that they are late.

All parents are asked to wait outside the buildings at the beginning and end of the school day. They are, however welcome to enter via the main entrance if they need to call at the office or wish to see a teacher.

Supervision on School Grounds

A member of staff is on duty each morning from 8.30 am so that parents can safely leave their child in the playground.

All children are supervised when in the playground. This is by a teacher at morning and afternoon breaks and by the mid-day supervisors at lunch-time. Classes, when assembled by whistle at 8.45 am are sent to their classrooms. A prefect ensures that the side gate is locked by 9.00 am and unlocked at 3.00 pm. At no time are the children left unsupervised outside.

Leaving School at the End of the Day

At the end of the school day, all children leave by the appropriate gate. All children know that, if the adult who should be collecting them has not arrived, they are to stay with the duty teacher. If after 10 minutes, no-one has arrived, the teacher will take the child to the office and telephone to find out what the delay might be. The child stays at the office until an adult arrives. No child is allowed to leave unless we are sure they are safe.

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 office if they need to collect their child.

Security of Personal Property

Children are asked not to bring anything of value to the school. Individual staff are responsible for any items they bring to work. Staff are expected to make sure the doors are closed securely if they are the last person to leave the room.

Security of Equipment and Cash

Main items of school equipment, for example computers and TVs are security marked. Cash is not left on the premises and monies are banked as they arrive.

Security of Building

- An effective intruder alarm is in operation. This is always on when the school is not in use.
- Security lighting is installed.
- The Headteacher, Administrative Assistant and Cleaner are designated key holders. The Headteacher is 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.
- The Cleaner sets the alarms on completion of her work and locks up in the evenings.