

Security Policy

As a Community School, Ernesford Grange aims to encourage the community to take advantage of the opportunities available on the school site. These include Adult Education, Sport, the Arts and Under 5 Provision.

When arranging school security we must take care not to restrict access to the community users, whilst making every attempt to ensure the safety and security of our students and staff. We recognise, therefore, that there will be some restrictions to access to the site for daytime community users.

We must endeavour to be as sensitive as possible to community users, whilst being prepared to challenge and remove unauthorised visitors.

AIMS

- To endeavour to make the school site as secure as possible for staff and pupils during the school day, recognising that total security is unlikely ever to be achieved.
- To increase the security of the site for staff and community users during community hours.

OBJECTIVES

- To control access to the site during school hours
- To ensure that during school hours all visitors enter the site via reception, where their visit will be logged and they will be issued with a badge clearly identifying them as an authorised visitor.
- To restrict visitors and community users to specific areas of the school unless they are accompanied by a member of staff.
- To monitor community users

ADMINISTRATION OF THE SCHEME

Entrances to the site

- The Main Entrance Gate
- The Staff Room Gate
- Top Pedestrian Gate
- Bottom Gate Service Drive

Locking/Unlocking of Entrances

The Main Entrance Gate is opened for the cleaners at 5:45am and closed at the end of the day.

Entrance/exit for pupils at start/end of school day

Staff Room Gate	Opened approx. 8:15am – locked 9:00 by SLT Opened approx. 2:55pm – locked 3:30pm
Top Pedestrian Gate	Opened approx. 8:15am – locked 9:00 by SLT Opened approx. 2:55pm – locked 3:30pm
Bottom Gate Service Drive	Opened for staff 8:15am – locked 9:00 Opened approx. 2:55pm – locked 5:30pm

ENTRANCE TO THE SITE

After 9:00 am entrance to the school site is restricted to:

- the Staff Room Gate which is automated. Access is gained by ringing the buzzer. Pupil Reception staff will open the gate which is covered by CCTV.
- Main Reception where access is controlled by two sets of doors with magnetic locks. The first door leads to a waiting area. After 9:00 pupils have no access to this area without permission. Staff gain access using a fob.
- Visitors are required to sign the visitors log and are issued with a badge.
- Deliveries are made using the Service Drive, which has a buzzer connected to Main Reception. A member of the Site Services Team will unlock the gate to allow access.
- Pupils going home at lunchtime should both leave and return via the Main Entrance.

IMPLICATIONS FOR PUPILS

Lates

Pupils arriving after the gates are locked MUST use Main Reception, where they are recorded as being in school.

Payment of Money

Pupils should make payments BEFORE school starts at the General Office.

First Aid

Pupils requiring first aid should report to Pupil Reception, where staff will contact the first aider on duty.

Music Lessons/Connexions Office/PLC

Pupils needing to access any of these areas during the day should report to Pupil Reception.

Pupils Needing to Leave School During The Day

Pupils with permission to go home during the day should report to Pupil Reception, where they will be signed out.

LUNCHTIME ARRANGEMENTS

Parents who wish for their children to leave the site at lunchtime should complete a form. Pupils will then be issued with a pass.

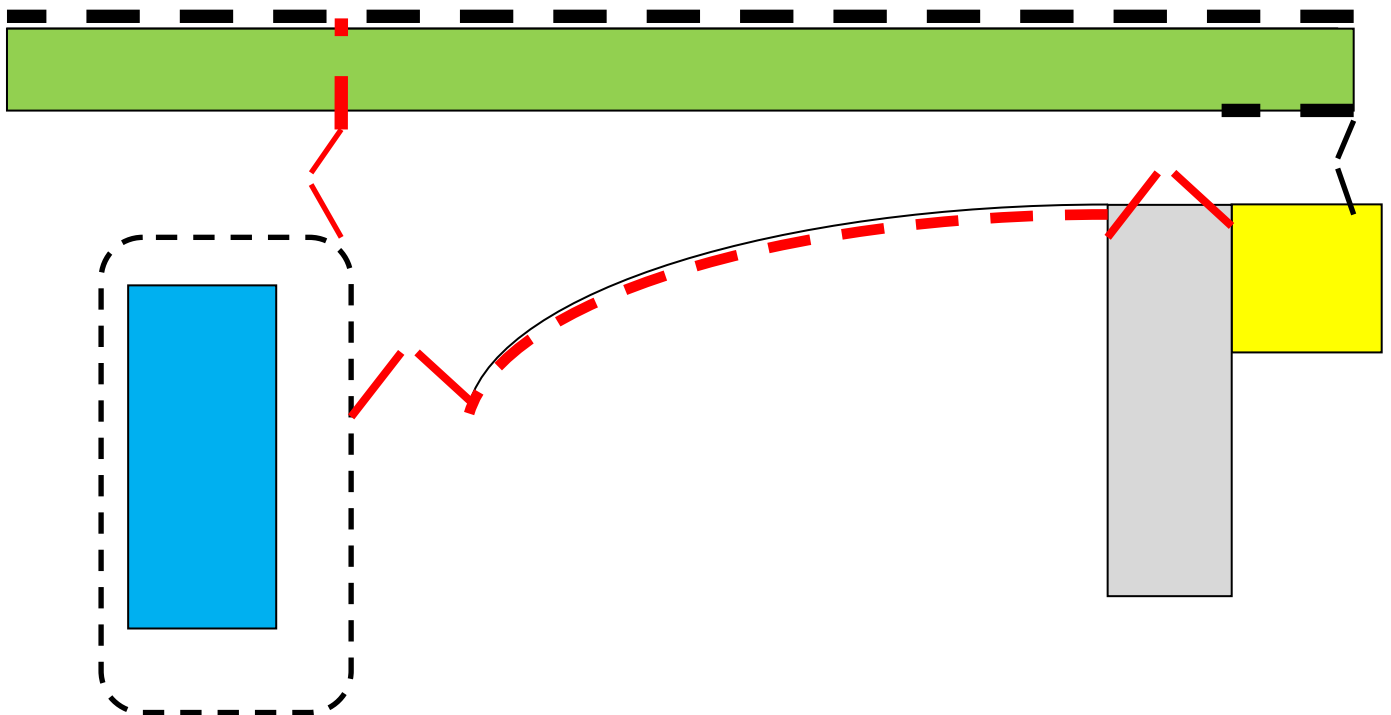
Senior Staff on lunchtime duties will check passes before allowing pupils to leave the site. Pupils without passes will not be allowed to leave the site.

VISITORS TO THE SITE

All visitors should report to Main Reception where they will be issued with a pass. They should then wait in the Inner Reception.

PRE-SCHOOL PARENTS

A secure entrance for parents gaining access to the Pre-School has been created.



Key:

Site Manager's Bungalow



Grass Area



Fence



Car Park



Perimeter Fence



Gate



Pre School



External Gate



PRIMARY SCHOOL SWIMMING CLASSES

Primary Schools will indicate to Reception how many adults and pupils are visiting. They will then be given access to the Leisure Centre.

USE OF RADIOS

Service Staff will use Channel 1

Senior Staff/On-Call Staff will use Channel 2

If Reception receives a request for on-call assistance, they should use the radio.

Staff on-call should carry the radio with them at all times.

EMERGENCIES

In the event of an emergency staff calling for assistance should give their location and a brief description of the nature of the problem. Reception should then radio for on-call/senior staff on-call.

Approved on behalf of the Governing Body by _____

Date: _____

Review Date: _____