

**CHRIST CHURCH CE (VC) PRIMARY SCHOOL  
POLICY NUMBER: A1 HEALTH AND SAFETY POLICY  
APPENDIX P: PROCEDURES FOR SITE SECURITY**

**Procedures for Site Security**

The security of staff and pupils is taken seriously by the school. Site security is part of the school's safeguarding procedures.

- All staff form part of the Single Central Register.
- All volunteers are held on a Central Register.
- All unaccompanied adults on the school site, other than for collecting or dropping off pupils, require a valid DBS clearance.
- Children in Foundation to Year 2 are handed over individually to their parent or carer. There is a system in these year groups for parents to inform the school if somebody different is collecting their child.
- Children in Key Stage 2 are asked to return to the classroom or go down to the main office if there is nobody there to collect them.
- Children who are subject to 'Parenting Orders' are officially handed over to a named adult by their class teacher.
- The class teacher or school must inform teachers of PPA time of any personal class information relevant for that day
- All visitors report to the reception area and sign in. They will be given an official lanyard and visitor's badge.
- Visitors are required to sign out at the end of their visit and return the lanyard.
- The school has two entrances (Berryfield Road and Sladesbrook). The main entrance is Berryfield Road. The Sladesbrook entrance will normally be locked between 8.30 and 16.40. The Berryfield car park gates normally close between 8.30 and 9.15, and 2.45 and 3.30 to prevent vehicle movement during dropping off and collection.
- All other gates within the school grounds will remain locked.
- Main doors and those which cannot be monitored easily are operated using an electronic fob.
- No-one is to allow another person into the school through these doors. All official visitors will have a control entry fob.
- As the school has several buildings, some doors have to remain open to allow for pupil movement.
- Any person not wearing official lanyards must be approached by an adult and asked their business. Children report strangers to a staff member immediately.
- Once children have left the site, the cleaning staff carry out their duties in accordance with the Lone Working Procedures and lock outside doors.
- The school is fitted with break glass alarms and security lighting. (See evacuation procedures)
- Pupils are supervised in accordance with recommended ratios at break and lunchtimes.
- During lunchtimes, the school has designated areas of supervision.

Updated on:	02/10/15
Renewal date:	02/10/16