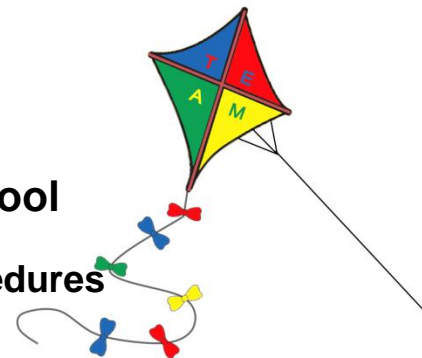


Twyford St Mary's C of E Primary School

Security of School Premises Policy and Procedures



Policy Statement

Twyford St Mary's Primary School will maintain and improve the security of the school so that children are safe and the buildings and grounds are as secure as is practicable. The purpose of the policy is to ensure that no child can leave or be removed from the school site without permission and that no unauthorised persons enter the school; to ensure the school site, buildings and property are maintained as securely as possible and the school buildings are kept secure at all times.

Procedure Guidelines

Unlocking Routine:

- Unlock front entrance
- External safety check
- Disarm alarm
- Internal unlocking

During the School Day:

- There is no time during the school day when a child is not the responsibility of an adult. However, it is part of the ethos of our school that children are allowed unsupervised access throughout the school. Because of this, teachers/supervisors should be aware of the children for whom they are responsible at any one time and regularly check that all are present. Children should not be allowed unsupervised access to isolated parts of the school site and teachers/supervisors should be alert to any children wandering near the gates. Children are not allowed access to the staff parking area unless under adult supervision.
- The security gate should remain locked at all times except during supervised lesson, games and playtimes when the playground to road gate must be locked. The key fob system on doors should be activated at all times. The main gates to the playground should be shut at all times.
- All visitors should contact the office to gain access to the school buildings through the security gate and must report directly to the school office. Visitors should sign in and unescorted visitors must wear an identifying badge whilst on school premises.
- Any person within the school or school grounds, who is not wearing a visitor badge, should be approached and questioned.

Locking Routine

- Lock main door
- External doors locked first
- Internal doors locked
- Set alarms
- Lock final exit door
- Close gate exit

Key Holders

Headteacher

Deputy Headteacher

Caretaker

Admin Officer

Cleaner

Maintenance of Security

1. All boundary fences need to be maintained. Staff noticing any defects in the school boundary should report these to the admin officer.
2. Regular security checks are to take place as part of routine Health and Safety checks carried out half termly
3. An annual security check should be made to ensure this policy is working.

Date of Policy Approval: Autumn 2018

Date of Next Policy Review: Autumn 2021