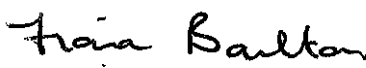


SECURITY POLICY

Approved by Governors:	26 th November 2019
Signed	 Fiona Boulton Chair of Governors
For review:	September 2021

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Baldwins Gate CE Primary School

Security Policy

Aim: To ensure children are able to learn and play in a safe, secure environment.

The Governing Body recognise that a balance has to be made between absolute security and the need to run an efficient school within the constraints of our school site. In particular, access to the Nursery, situated towards the rear of the site, must be available throughout the day. Parents using BUZZ, the school's breakfast and after school club facility, require access to the provision at the rear of the school outside of the school day.

Every reasonable effort is made to maintain the security of the site to protect the children, staff and equipment.

Specific Policy Measures

All incidents and problems, including suspicious incidents, are reported to the school office. Any vandalism or damage to the school fabric or perimeter fencing is reported to the school office and site supervisor and action taken as soon as possible to rectify the problem. The caretaker undertakes regular checks of the school's perimeter fencing.

All staff are required to wear a photo ID badge.

School staff are provided with lockers for personal use.

All visitors are required to sign in at the office, wear a visitor badge and are escorted to the meeting room/classroom by a member of staff. Parents visiting school during the school day should be accompanied by a member of staff.

Children are reminded to inform staff of anyone they see who is not wearing a badge.

Children are reminded to not open any external doors to parents or strangers.

All gates to the school grounds are locked during the school day other than the main gate to the car park where access can only be gained via the main entrance door/school office.

During the school day a number of specific measures are taken to maintain site security:

- External doors are locked.
- The pedestrian gate at the front of the school is locked.
- The wicket gate leading to Fair Green Road is locked.
- Fencing at the front of the school prevents access to the rear of the school via the playground.
- Access to the Early Years playground is secured during the school day.
- Parents collecting children from school early are asked to report to the office and a member of staff then brings the child to the office.
- Parents sign out any child leaving school early at the school office.
- Nursery parents collecting and dropping off at lunchtime are asked to report to the school office.

The school has an intruder alarm fitted throughout the premises and is maintained through a service agreement with Staffordshire County Council. Should the alarm activate out of school hours Chubb make contact with the school's out of hours contacts.

The school is kept locked and alarmed when not in use. The main key holders are the Site Manager, Bursar, Headteacher and emergency contact person. All teachers have a key to the school for access at weekends and holiday times. The Site Manager is responsible for ensuring the security of the school site.

The school operates a cashless payment system.

School governors are asked to report to the school office and sign in. Governors must wear their identity badge at all times.

All staff, parents and volunteers working with children have DBS checks before commencement of their duties.