



Our Lady's Catholic Primary School

"Living and Learning in Faith"

Security Policy

Access to the Building

All children and parents enter the school by way of the main playground. Key Stage 2 children enter school via the junior door. Headteacher / Deputy Head Teacher are on duty to welcome children into school. Reception children, Year 1 and Year 2 children continue round the building and enter via their cloakroom door. A member of staff is on duty at each cloakroom door.

At 3.25p.m., Reception, Year 1 and Year 2 are let out of school via their classroom door only if the school staff is aware who is collecting each child. Only an adult known to school staff (or named by the child's parent) will be able to collect a child. School staff should be made aware which children will be collected by any After School Clubs

At 3.30p.m., KS2 children are dismissed from the junior door. Children are told to go to the foyer if their parent/carer is not on the playground to meet them. KS2 pupils make their way to parents as appropriate. School staff should be made aware which children will be collected by any After School Clubs There is a rota for school staff to identify who is at the junior door, on the playground, in the cloakroom area. The Headteacher / Deputy Head Teacher are on duty at the main gate to ensure children leave school in a calm orderly manner and that children R-Y5 leave with an adult.

Any child who remains uncollected is brought back to the school foyer. The Business Manager/ School secretary is informed and parents are contacted. The child is supervised by school staff until collected.

Access and egress to the school building is restricted by the securing of the school gate, which is opened at 8.40am and then closed and locked at 9.00AM. It is then reopened at 3.20 until 4.00PM. Between 9.00AM and 3.20PM access to school may be gained via the main entrance. Egress may be made from the school by any door from each classroom, hall, foyer and back door onto the main playground.

Visitor access is restricted to the main entrance where admittance to school is controlled by a locked door. These are controlled by the school office.

- 1 All visitors must report to the school office where they will be asked to sign in and are issued with a Visitors badge.

There is a panic alarm situated in the school office in case of emergency.

The December 2012 DFE document 'Advice on school security: Access to, barring of individuals from school premises is used as guidance.

A School Security Plan is formulated and reviewed by the site manager and headteacher at the beginning of each school year. This plan follows the cycle of: Identify Hazard – Action Plan- Implement Changes- Monitor- Review.