

St. Joseph's Catholic Primary School

Policy on Security - Access to School

Rationale

We believe that in order for St. Joseph's Catholic Primary School to be an effective learning community all members of that community must feel safe and secure whilst on the premises.

All children, parents, staff and visitors are responsible for the security of others whilst on the premises.

Any suspicious person or occurrence should be reported to the Headteacher, Admin Officer or member of staff IMMEDIATELY.

From 9.10 a.m. - 3.05 p.m. all doors are closed, except at break time and lunchtime. Staff **MUST** ensure that doors are closed at the end of break time and lunchtime. (There should be one member of staff from Yr 2/3, Yr 1/5, Yr 4/6, at the end of the line to ensure that all children are off the yard and that the door is closed). Parents and visitors wishing to enter between these times should come to the main entrance and buzz for entry. The school office/reception is situated at this entry point.

Procedures

At the beginning of the school day, children coming into school use their designated entrance via the school playground. Children are led from the playground into school by the class teacher. As soon as the classes are in school all entrances except that used by Year 1 and 5 will be closed. The caretaker will remain on duty at this entrance to allow latecomers access to school. At 9.10 a.m. this door will be closed. Anyone arriving to school after this time will enter via the main entrance. Children coming late will be required to report to the school office with their name, class and reason for lateness.

Parents wishing to collect children during school hours for essential appointments must notify the school office. They will be given an authorisation pass which should be returned to the school office on the child's return to school.

If possible all appointments should be made out of school hours.

Visitors

Entry is via the main entrance. Visitors are required to sign in on arrival and to wear a Visitors' Badge throughout their stay in school. This badge should be handed in on leaving the premises. Wherever possible, visitors are asked to contact school in advance of their visit.

Contractors/Facility Services

All contractors/Facility Services personnel must report to the school office at the main entrance and sign the visitors' book in addition to producing

identification. They will be required to wait in Reception Area for the arrival of the caretaker who will escort them to their destination.

All contractors/Facility Services personnel must notify the school in advance of their visit so that the caretaker is available. (N.B. The caretaker is not on duty between 12.05 p.m. and 3.00 p.m. unless in an emergency.)

Deliveries

All deliveries must be made via the main entrance except by prior arrangement.

Food will be delivered to the kitchen - entrance on Benwell Grange Road.

Staff

Entry for school staff will be via designated entrances.

Kitchen/Midday Supervisory Staff

Members of the kitchen staff and Midday supervisors will enter via the main entrance.

Parking

Parking within the school grounds is available for a limited number of cars via Bishops Road entrance.

No entry between 8.30 am - 9.15 am
10.45 am - 11.20 am
12 noon - 1.15 pm
2.45 pm - 3.30 pm

Access to Breakfast Club

Door leading from the playground used by Yr 2 / 3 is opened at 8.10 am and closed at 8.30 am.

Playtime/Lunchtime

Visitors will be able to gain access to school during these times via the vehicle access entrance off Bishops Road. Staff on playground duty **MUST** approach all visitors (including parents/adult family members) to confirm identity and purpose of visit. If deemed necessary and appropriate staff will accompany the visitor to the office.

Playtime

The caretaker will ensure that the main gate is locked at the beginning of playtime (10.45 am) and unlocked at the end of play (using a numerical combination padlock) once children are off the playground and all external doors are closed (11.20 am).

The entrance gate from Armstrong Road is locked at playtime and remains locked until the end of school day using a numerical combination padlock. All visitors are directed to the main gate on Bishops Road.

Lunchtime

The main gate will be locked at the beginning of lunchtime by the Lunchtime Supervisory Assistant who is first on the rota for outside supervision.

Outdoor lessons/activities

The member of staff responsible for the children at these times must ensure the main gate (vehicle access from Bishops Road) is locked. At the end of the lesson the gate can be unlocked.

The entrance gate from Armstrong Road must also be locked if activities on the playground are timetabled before morning breaktime.

Anyone requiring access when children are on the playground must wait at the gate until the member of staff is able to approach and confirm identity/reason for access. The gate may then be unlocked to allow access.

Monitoring

The Headteacher, supported by the caretaker, will be responsible for the implementation of the above agreed procedures.

This policy will be reviewed at least on an annual basis and in the immediate event of any breach of security re: access.