

Updated	Nov 2013
Review	Nov 2015

## BEDENHAM PRIMARY SCHOOL

### SECURITY POLICY



**It is our intent to provide, as far as is reasonably practicable, a safe and secure school. To achieve this, the following apply:**

- Regular fire drills during lesson time and lunches
- All exits, other than the main entrance, are secure during the day.  
The site is secured by the site manager when he locks the gates at either end during the school day. It is the duty of all staff to keep the outside doors on corridors closed. Staff must also close all doors when they leave their classroom
- There is a visitors signing in and out book, with identification badges for all visitors and helpers. The badges are to be kept out of arm's reach from persons standing at the reception desk; they are numbered and the numbers are indicated in the signing in book so that their return can be checked. Supply teachers wear 'Teacher' badges
- Staff sign out and then back in when they leave the premises during the working day
- All visitors report to the school office, via the secured main school entrance. If parents wish to see KS2 staff, they should report to the office first. A member of the admin staff will go to see the teacher. If he/she is unable to meet with the parent an appointment time will be offered. If a parent should appear in the classroom, the teacher will ask if the parent has reported to the office and point out that that is the school rule. All parents will be discouraged from coming into the cloakrooms with children.
  - Parents coming into school for Assemblies or similar, will sign a visitors' sheet and wear a label indicating the event they have come in for.
- Staff should take care not to leave themselves in a vulnerable position, especially on parents' evening - have a 'buddy system' to avoid being left alone.
- When non-Bedenham children take a short cut through the playground, staff will report it to the Headteacher (with names if possible) and she will inform Bridgemary Community School.
- There will be a form for KS1 parents to complete if children are to be collected by 'other' adults
- It is the teachers' responsibility to alert TAs of any confidential issue pertaining to a child that it would be useful for them to know
- There is a 'red card' system in place for staff to alert the senior person on duty that there is a serious problem in a classroom.
- Security during 'after-school lettings' is maintained by the site manager
- Staff access is via a secure school entrance opened by electronic fob.
- All children and staff are encouraged to be vigilant with regard to strange packages and strange persons
- Extra supervision is provided whilst the children are at play

- Areas well lit by movement/light sensitive floodlights
- There are fenced areas for play and parking
- High risk property is identified, marked and securely stored
- We liaise with police and neighbourhood watch representatives about security
- We employ a security firm to patrol the school
- Forms will be available from the office to be completed in the case of incidents/assaults

Signed by:

Chair of Governors: ..Graham Cull.... Date: 2 12 13

Headteacher: Tracy Potter Date: .....2 12 13....

Agreed at the Governing Body Meeting on: 2<sup>nd</sup> Dec 2013.. Minute Reference: 12i