



Fairfield Community Primary School Security in School Policy

AIM

The purpose of this policy is to set out the procedures we have in place to ensure the school and surrounding grounds are as secure as possible to secure the following;

- Safety of pupils
- Safety of staff and adults (parents/carers)
- Protection of buildings, equipment and resources

SAFETY OF PUPILS

Doors

- All exterior doors can only be opened from the inside; hence no person or persons can enter the building without being let in.
- Interior doors which lead directly to the exterior of the school are predominantly fire exit doors and hence are kept clear for ease of access.
- The main office door is a coded door and requires a fob to enter or release button in the school office; hence a person or persons cannot access the school without being allowed in.
- Similarly, pupils cannot go through the main office door without pushing a button on wall (in the event of a fire, the door is electronically released to allow staff and pupils to exit).

BREAK TIMES / LUNCH TIMES

- No child is left unsupervised in the playground area at any time.

Beginning /End Of School

- Gates to enable all children and parents access to the Sussex playground are opened at 8.40am and at 3pm.
- At 8.40am Children in Years 1 – 6 enter the school and their classrooms. Support assistants, along with Mr Baker (Premises Officer) & Mr Tuckwell ensure children enter calmly and they deal with any parent requests/questions.
- Teaching staff are in their classrooms from 8.40am onwards.
- 4+ children are dropped off in their classroom from 8.40am onwards and collected from their own enclosed playground at end of day. Parents are invited into the unit on arriving to ensure the children settle quickly. Members of staff are always at hand.
- 4+ children at end of school day sit on the class carpet area. Staff ensure each child only leaves with an appropriate adult to that child (i.e. someone identified on contact form / someone that the adult with parental responsibility has given permission).
- Our infant children in Years 1 & 2 are taken out into the Yr1&2 outside play area (near Sussex playground) by the designated staff member and are only allowed to leave their teacher/other staff member when they can see the adult who is there to collect them.

- Our children in Year 3 are taken out to the Sussex playground by the Class teacher or Class Learning Support. Children are allowed to leave once Teacher/LSA sees the child's parent/adult responsible for the child.
- Our junior children Years 4 -6 leave via the individually assigned exits and walk round to meet their parents on the Sussex playground or entrance to the school.
- Any children not collected will be brought back into school by the staff member and contact with an appropriate adult will then made.
- Children are also reminded by the class teacher/Headteacher that if their parents do not arrive or they cannot find their parents, to inform a member of staff &/or make their way to the main school reception whereby contact will be made with an appropriate adult.
- The exterior school fence ensures children cannot climb over to exit the school and likewise, no person can climb into the school.
- If any child is reported missing, the head teacher will be informed immediately. A check of the immediate school area will be made. At this point, parents and the police will be informed by the Headteacher and senior staff (led by the head if applicable) will search the local area with police support.

ALL STAFF ARE ENCOURAGED TO CHALLENGE 'STRANGERS' OR ANY PERSONS NOT RECOGNISED OR WEARING THE VISITORS BADGE

SIGNS EXPLAINING THE SECURITY PROCEDURE FOR ADULTS ENTERING THE SCHOOL ARE PROMINENTLY DISPLAYED ON EXTERIOR DOORS

SAFETY OF STAFF

- We are fortunate that all offices or classrooms where a teacher or member of support staff may be are 'open and visible' to others and consequently, there are staff in immediate areas and of easy access to be alerted should a child / adult display aggressive and / or threatening behaviour. The main office door being the only point of access into the school between the hours of 8.40am and 3pm ensures that any possibly aggressive adult shall simply be denied access to the school.
- Adults do enter the 4+ Unit at the start and end of school as explained above. There are a number of staff members always present and senior staff are easily accessible should there be a need to involve them.
- If an adult displays aggressive / threatening behaviour, we reserve the right to contact the police or place an order upon the person / persons banning them from the school premises.
- We have our Lone Worker Policy which is available to all staff and adhered to.

SECURITY OF BUILDINGS / PREMISES / RESOURCES

- The security fence around the school (as referred to above) ensures trespassers cannot access the school.
- We maintain close links with the local police force as regards to trespassing and / or criminal damage.
- The school is fully intruder alarmed with specific key holders having coded access.
- The school has CCTV to cover specific areas of the school.
- All equipment of a substantial monetary value is coded with the school postcode marked upon it.

This is consequently a detailed overview of the security aspects of Fairfield Community Primary School and will be reviewed every four years or as and when necessary.

Policy	Security
Reviewing Committee	Full Governing Board
Ratified by Governing Body	27/09/2022

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