

## St Helena's Church of England Primary School, Willoughby

### Policy for Safety and Security in School

Our aim is to make the school and its grounds as safe and secure as possible so that our pupils can learn and engage in associated educational and social activities with minimal risk of harm or injury.

We aim to provide a safe working environment for our staff, visitors and contractors whether they work regularly or occasionally at the school.

We aim to raise awareness of safety and security issues with all those listed above plus the families of our pupils.

The school is a single storied building with 10 points of entry and exit. It is situated on an open site with 3 points of access.

#### **1. Access to the Site.**

This is restricted by locking all the gates during school sessions. Key holders are specified.

#### **2. Site Signing.**

The main reception and office is clearly identifiable to visitors from the car park.

#### **3. Access to the Buildings.**

This has been restricted by removing the outside handles from all classroom doors. The internal door leading from the main reception area is operated by a swipe card or press button in the office. The administration team will be in the office in the main reception area during school hours. All doors can be opened without keys from the inside in the event of emergency. Keys and swipe cards are held by teachers and other designated staff. Y5/6 Studio access to the patio area at the front of the building is now controlled by an electronic magnetic lock with the key at adult height. This ensures the safety of children at the before and after school provision. The door will open automatically should the fire alarm be raised.

#### **4. Visitor Tagging.**

All visitors are required to complete an entry in the visitors' log and wear a visitors' lanyard. When leaving the premises, visitors must sign out.

Visitors unaccompanied or unexpected should be approached by members of staff, offered assistance and escorted to the main reception area.

#### **5. Contractors on the Premises.**

Contractors should report to the Bursar, Administration Team, Head or Caretaker upon entering the site. Prior to working on site, the Contractor's risk assessments and safe working procedures will be checked by either the Head, Admin Manager or Bursar.

If any member of staff notices a contractor working in a manner, which might constitute a risk, the Caretaker, Bursar, Administration Manager or other senior member of staff should be told immediately.

Similarly, contractor's sites of working, vehicles or equipment, which constitute a risk, should be reported to the Bursar, Administration Manager, Head or Caretaker.

## **6. Telephone System.**

The extensive telephone and related communication system should be used in the case of emergency. Mobile phones will be carried by staff when off site with children.

## **7. Transport to and from School.**

**Cars** - parents are encouraged to leave their cars away from the school site for normal daily journeys.

**Buses** - buses drop off the children at the gate on Main Road in the morning and they are met by the Bus supervisor. At the end of the day bus children are collected from the same gate on Main Road. Bus stop road markings are in place. A supervisor looks after all pupils who arrive from 8:30am.

**Taxis** - special arrangements are made for pick up/drop off points at the Main Road side gate.

**Bicycles** - children are encouraged to take all safety precautions when making the journey to and from school. The school provides cycle training for Y5/6 pupils. Cycles are not allowed to be ridden in the school grounds.

## **Pupil Safety.**

### **1. Entry to School.**

This will be supervised by teachers, teaching assistants or midday supervisory assistants. Children who arrive on school buses will be greeted by the bus supervisor and then they will go straight to their classroom. For Year 1, 2, 3 and 4 the children can enter school via the playground gate between 8:40am and 8:50am and will go straight to their classroom. For Reception they can enter school by the nursery gate between 8:40am and 8:50am. Years 5 and 6 they can enter school via the gate near the office between 8:40am and 8:50am. These children and families must remain vigilant for anyone using the car park.

### **2. Leaving School.**

Children who travel on the school buses will assemble in the locker area. The bus supervisor will check them against the bus register and see them safely onto the buses.

The children of parents who fail to collect them at the appointed time are kept in school until they arrive or other arrangements can be made.

Pupils collected by parents/guardians will be released by their Class Teachers on the lower playground.

### **3. Attendance Registers.**

These will be completed in accordance with the instructions at the start of each morning and afternoon session. Unexplained absence must be reported to the Administration Team, who will follow it up immediately.

### **4. Off Site Educational Activities (Please also read the Visits Policy).**

Risk assessments must be shared with children and staff prior to the visit.

Teachers must get written/recorded parental permission before taking children off the school site. Written permission for off site visits within the village is sought when the children first register at school.

## **5. Transport to Off Site Activities.**

Regard will be taken of legislation and Lincolnshire County Council policy when arranging transport.

If staff or parents transport children in private vehicles, the Head is responsible for checking insurance details and ensuring that overloading does not occur. Parental permission must be sought in this arrangement. Car seats must be used in accordance with the Law.

## **6. Fire Drills.**

These are held termly; times of day and circumstances are varied. Pupils, staff and visitors are directed to safe areas outside the building. Registers, Visitors Book, keys/swipe card and mobile phone should be taken if possible. During the school day the Administration Team is designated to check toilets etc. After school, this will be conducted by the Caretaker. Staff have been made aware of fire safety procedures.

## **7. Voluntary Helpers in School.**

Helpers must sign the LEA "Voluntary Helpers" form and must complete an enhanced DBS disclosure if involved in regulated activity. There must be an induction period for such helpers. Teachers are always responsible for their pupils even when in the care of helpers.

## **8. Physical Activity**

Children will wear appropriate clothing for the task. Jewellery will be removed by pupils themselves or parents. No jewellery will be worn for any physical activities in the curriculum including "fitbits".

## **Personal Property**

The school does not accept responsibility for personal property, clothing, equipment, valuables or money; however every reasonable effort will be made to ensure security.

## **PUPILS**

### **1. Personal Property.**

Pupils should be discouraged from bringing personal property into school. Mobile phones are not permitted in school.

If teachers ask for pupils to bring personal items in connection with their work, then they are responsible for them.

### **2. Valuable Property.**

If pupils bring in valuable items, which have not been requested, then the teacher should ensure the safety of the property and the children and parents must be informed.

### **3. Personal Items.**

All items, especially clothing and footwear, should be clearly marked with the child's name. The only jewellery permitted is stud earrings, watch or religious symbol.

## **STAFF**

Staff are responsible for their own property at all times. Whilst there is a staffroom it is not secure. Property left in them is not covered by any school insurance. Staff should check any cover provided by their professional associations. This is usually limited to property or money, which is left in a secure place e.g. a locked cupboard or drawer.

### **Money Brought to School**

1. **Pupil's Contributions to School Activities.**

Money will be taken to the office and amounts recorded in accordance with the Finance Policy. Records are kept of all financial transactions.

2. **Safekeeping of Pupils' Money.**

Teachers who look after pupils' property or money must accept responsibility for it. Such items should be sent to the reception office for safekeeping.

### **Pupil Welfare**

1. **Information.**

Telephone numbers are kept so that families can be contacted in the case of emergencies. If contact cannot be made, or time is a crucial factor, staff will ensure that pupils are dealt with by a member of the medical profession.

Medical details are kept for use in emergencies.

Parents are informed if their child has been unwell or has sustained an injury in school. All significant injuries are entered in record books kept in the classrooms and in the office.

2. **Missing pupil/Pupil absence procedures (see Critical Incident Plan and LA's Children Missing in Education procedures).**

If a pupil leaves the premises during school time, the Head/Senior teacher/Bursar/Administration Manager must be informed immediately. They will inform the parents and the Police straight away. Additional adults may be sent into the locality to search for the child. The Head or Senior teacher will carry out a full investigation to determine the situation and report to the Police.

If a pupil does not arrive at school in the morning, parents will be contacted to ascertain their whereabouts. The parents and school will decide the course of action necessary.

If a pupil does not attend for a period of time or who has left the area and parents have not notified the school, the matter will be reported to The Customer Relations Unit 01522 782111 and the LA "Children Missing in Education department.

3. **Medication (see Medical Policy and Children with medical conditions policy also).**

Staff administer first aid when necessary including the epi-pen.

Staff do not administer medication to pupils. Parents are able to come into school to do this when necessary or can give written permission for their child to administer medication independently under the watchful eye of a member of staff.

Special arrangements can be made for pupils with chronic medical conditions.

Children with inhalers will be overseen by staff.

Children found with unauthorised medication should not be permitted to self-administer until clarification is secured from parents.

#### **4. Severe Weather Conditions.**

If these occur prior to the start of the morning session, notice of any school closure will be given through local radio and text messages via Parentmail.

If these occur during the school day, the school will not close until the normal time unless all the pupils have left.

In such conditions parents are encouraged to collect their children from school as soon as possible.

If school buses come early, pupils will not be allowed on them unless arrangements are made for their safety at their destination.

#### **5. Clothing and Footwear.**

Pupils will not be allowed to undertake activities such as physical education if they are not suitable dressed and have not removed all jewellery. The only jewellery children can wear outside of Physical Activity is stud earrings, watch and/or religious symbols.

#### **No Smoking Policy.**

In the interests of creating a healthy environment, of setting a good example to pupils and in line with national legislation, the school governors have adopted a policy of no smoking in school buildings and grounds including e-cigarettes.

#### **Safety and Security**

Many of the above items and strategies are to be found in other school documents. For further information refer to:

Health & Safety Policy

School Brochure

Teacher's Handbook

Medication in School Policy

Traffic Management Plan

Drugs in school

Discipline policies

Educational Visits

This policy will be reviewed annually by staff and governors.