



## Lees Hill C of E Primary School

### Security & Entry Into School Procedures Policy

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**POLICY ADOPTED BY FULL GOVERNING BODY: March 2018**

**Name:** Mike Brown

**Position:** Chair of Governors

**Next Review Date:** March 2019

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The Governors of Lees Hill CE Primary School are committed to ensuring the safety of all staff and children in school. All visitors will be signed in and out of the building by the designated member of staff. Disabled visitors will be greeted politely in the lobby area if the signing hatch is too tall for them.

#### **Before School –**

All staff have keys and respect Lone Working Policy when working in the building alone.

Visitors and volunteers will arrive at the front door and use the intercom; staff expecting visitors will ensure they are working within earshot of the doorbell wherever possible.

#### 8.30 – 8.55am

Children/parents will ring the intercom and staff will welcome children into school via the front door to hang up coats and make their way to their classroom for registration.

#### Late Arrivals of Children

Member of staff nearest intercom will answer the door intercom and can buzz door to allow access to inner lobby for child who will then be collected by a member of staff.

#### Kitchen Delivery

Member of staff nearest intercom will answer the door intercom and can buzz door to allow access to inner lobby. The School Cook will then be alerted to the delivery.

#### Postal Delivery

Member of staff nearest intercom will answer the door intercom and can buzz door to allow access to inner lobby; parcels may be left in the lobby unless a signature is required.

#### Expected Visitors / Volunteers

Member of staff nearest intercom will answer the door intercom and can buzz door to allow access to inner lobby. The designated member of staff will then be alerted that their visitor has arrived. Usual signing in procedures will be followed.

#### Unexpected Visitors

Member of staff nearest intercom will answer the door intercom to ascertain reason for visit. Manage the visit, expediently, respectfully, but with minimum disruption to teaching and learning. The member of staff will take the hands-free phone to call 999 if anxious or alternatively ring the hand-bell to alert staff to stay away but to call emergency services for assistance.

### **Lunch Times, Break Times and Outdoor Learning -**

When children are on the yard the beige gates should be secured with the combination locks. The inner lobby door remains locked but the outer front door can be open. **LUNCH / BREAK SUPERVISOR MUST ENSURE THAT BOTH DOORS ARE SECURE AT THE END OF LUNCH / BREAK; TEACHER IN CHARGE OF CLASS ON YARD MUST ENSURE BOTH DOORS ARE SECURE AFTER OUTDOOR LEARNING.**

When the children are not on the yard, the styles and green gates should be secured with combination locks. The teacher on duty at play time is responsible for checking the locks on the beige and green gates during and at the end of breaks or outdoor learning.

Members of staff with children on the outside areas (field, sycamore circle and amphitheatre etc.) are responsible for checking the locks on the styles.

### **Monitoring and Review:**

This policy will be reviewed annually by the Governing Body; or sooner if required.

