



Walton and Lees Hill CE Primary School **Security & Entry Into School Procedures Policy**

POLICY ADOPTED BY FULL GOVERNING BODY: July 2019
Reviewed November 2022

Name: Mary Alston **Position:** Chair of Governors **Next Review Date:** September 2025

The Governors of Walton and 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. The doorbell will sound in both offices and in the hall.

8.45 – 8.55am

Children/parents will enter their classroom via the external door. They will be greeted at the school gate by a member of staff.

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.

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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

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The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate, amendments which have been made to later versions.

Page 4 of 3