

Canon Barnett

Primary School



Rationale

To ensure the safety of the children by:

- limiting access to inside the building for parents unless accompanied by school staff
- to prevent unknown persons from entering the premises
- to prevent children exiting the premises without being handed over to a responsible adult

Entry Points

There are four entry points into the school premises

1. Through the car park gates
 - Side gate into school through the car park is to be locked at all times
 - Car park gates to be closed as much as possible
2. Through the main admin gate
 - Entry is by entry button at two points
 - An unwanted visitor would need to be given access to get through into the main school building unless the door was opened by someone coming the other way
3. Through the Gunthorpe Street side gate open from 8.50 – 9 a.m. and 3.30 – 3.40 p.m.
 - The gate should be hooked at the top between these times when the school is open so as to provide an evacuation route
 - A member of staff should always be on duty when the gate is open to ensure that no one has unauthorised access and that no child leaves the school premises
4. Through the Commercial Street gate open from 8.50 – 9 a.m. and 3.30 – 3.40 p.m.
 - A member of staff should always be on duty when the gate is open to ensure that no one has unauthorised access and that no child leaves the school premises

There are eight entry points into the school building

All entry points are vulnerable to being breached if someone coming out lets in someone.

All staff should be aware of this when exiting their class - class should be lined up inside / outside so that staff can watch no one enters or exits.

1. Through the nursery class from the EY outside space
 - Member of staff on the gate into the outside space
2. Through the reception class from the EY outside space
 - Member of staff on the gate into the outside space

3. Through Penguin classroom and toilet
 - To be locked during the morning welcome and afternoon exit
4. Through staircase A
 - Key fob entry point
5. Through staircase B
 - Key code entry point
6. Through the doors from the admin reception
 - Entry operated system by the office staff – note that parents do not gain access when someone exits from the other side
 - A further door with fob entry point would need to be opened for someone to access the classrooms in the school or for the lift to be used (which needs a security key) unless someone let them through
7. Through the boiler room door from the car park
 - The boiler room door to be kept locked at all times
 - When work is being carried out in the boiler room using the back entrance then it must be supervised by contractors. It is the responsibility of the SPM to ensure that this is done.
8. Through the car park into the nursery
 - This door is to be kept locked at all times
 - It should only be used in the school holidays as access point for contractors

Classroom exits

Reception and Nursery – Hand to Hand

The class must sit on the carpet in an orderly fashion. The class teacher should stand at the class room door in order that no child can go past on their own and that no adult can come into the room.

When the collecting adult arrives, their child is called and they pass through the door and are given into the care of the adult. Children's hands are to be placed in to the hands of the adult that is collecting them.

NB: During times when social distancing takes place, school adults will not touch the child's hand unless necessary. School adults to ensure children are with the adult collecting them and holding hands as they are collected. Children to exit one at a time.

Playground exits

The class should be in the playground before the parents / carers are let into the playground. This lets the class line up without parents trying to collect their child from the line. It ensures that all children arrive in the playground together. There should be a head count on arrival in the playground.

Parents / carers must approach the teacher and indicate they are taking responsibility for the child. Children are not allowed to go to parents/ carers who wave from the other side of the playground. Other children cannot collect children.

NB: During times when social distancing takes place, parents will stand 2m away from the class line (demarcated by a barrier). Children will go to parents one to one as instructed by the teacher. Teacher to watch child until with their parent.

Parents should not come past the front of the line to take children from their line. Adults to inform parents immediately of this.

Children who are not collected by 3.40 p.m. are then taken to the office to wait for parents. At 3.45 p.m. teachers may hand over children to the office to await collection by parents.

After School Clubs exits

All children attending clubs, at the end of the session must be taken by the club leader to the office area. Club leaders must keep the children in an orderly line as they wait for their parent/carer to collect their child(ren).

The after school clubs lead takes responsibility for ensuring that all children are delivered safely to their parents / carers. Any children that are not collected must be handed over to a member of the SLT to take charge of.

Children should be exited 1 by 1 by the club leader to the parent. Adult to watch child go to the correct adult.

Visitor Control

All visitors must enter the school through the Gunthorpe St entrance.

They must sign in and wear a visible school sticker whilst in the building

Any adult in the school without a visible school sticker must be challenged by school staff. If a child notices such a person they should tell a school adult immediately.

Office staff should:

- Check the identity of who is signing in e.g. asking LA staff to see their lanyard ID, asking the person who they are visiting to confirm they are who they are expecting

School staff who invite visitors into the school should:

- complete a Visitor approval form if they are coming on a one off visit to talk to children which must be signed off by a member of the SLT
- alert the office
- put the visitor and who visiting on the calendar

Visitor Control

Risk Assessment

Activity/ Process/ Operation	What are the hazards to health and safety	What risks do they pose and to whom?	What existing control measures are in place to reduce the risk?	Risk level achieved H/M/L*	Further action required Y/N?*
Pupils and families entering the school in the morning	Strangers getting access to the building and premises	Access to unsupervised pupils before they reach their classrooms	School staff are standing at entry points. Any unknown or unaccompanied adult is challenged as to their reason for being on school premises.	L	N
	Parents/Carers remaining on school premises after school has started	Not been DBS checked Access to pupils in classrooms, taking registers, building up relationships	Unless for a specific reason parents/carers should deliver their child to the playground and leave the premises from there without entering the building.	L	N
			Members of staff on duty when children come into school should ensure that all parents leave the playground before they leave the playground	L	N
			Staff taking their class into the school should check that the last child in closes the door. Adults on gate duty to check this before leaving the gate.		
			Give Me Ten in the EY – a staff member must see parents out of the main school building.		
			Any parents who are allowed into the school building for exceptional circumstances must be DBS checked if it is an ongoing activity and agreed by the HT/DHT.		
			If parents are settling in their child it must be in agreement with the teacher. At all times they should only be with their child and visible to all. They should not be allowed to accompany their child to the toilet when any other child is using them. They must be escorted back to the admin office at the end of the period.	L	N
			Parents who are leaving their child for a short time as part of the settling process must wait in reception with the office staff.	L	N
At the end of the day pupils	Strangers getting access	Pupils who may go to			

leaving the school premises either alone or with families	to the building and premises	after school clubs on their own Pupils who have been picked up by their parents but who are not then supervised appropriately	School staff are standing at entry points. Any unknown or unaccompanied adult is challenged as to their reason for being on school premises. Any unaccompanied child to be challenged. KS 1 and 2 pupils are lined up in the playground with their class teachers and only released to the person designated to collect them. If there are any queries check with a member of SLT or office staff. Year 6 children who have permission to go home by themselves are known to those on gate duty. EYFS pupils are only released to the person who designated to collect them. There is a hand to hand policy.		
Visitors to the school	Not DBS checked	Access to unsupervised pupils as they move around the school	Visitors to the school must wear a clearly visible sticker to show that they have signed in. The date must be written on it. It must be returned at the end of the visit and shredded.	L	N
		Building up a relationship with a pupil	Visitors not DBS checked must be accompanied at all times by a member of school staff Business and parent volunteers must have an enhanced DBS check before they can work in the school	L	N
Parents/Carers coming into the school to collect their child at times other than the normal entry/exit times	Not DBS checked	Access to unsupervised pupils as they move around the school	Parents/carers must wait at the reception whilst school staff collect the child from class	L	N
Parents/carers waiting in the school to collect their child from after school club	Not DBS checked	Access to unsupervised pupils as they move around the school	Parents/carers must wait in the office or community room. This should be agreed with office staff and SLT. Parents waiting in other locations must have SLT permission Parents are not allowed to accompany children to the toilets.	L	N

Building up a relationship with a pupil

School staff/ club staff must wait with all the pupils until they are collected. Any children who remained uncollected must be handed into the care of the member of the SLT in charge of the school.

Staff must challenge people not displaying visitor badges and accompany them to the reception area

Pupils must be encouraged to tell an adult if they notice someone acting suspiciously in the school

* If the risk level achieved is still **High**, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.

* If the risk level achieved is **Medium** you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level. (The risk level may remain as Medium where the risk is inherent in a particular activity/process/operation).

Physical Security

Activity/ Process/ Operation	What are the hazards to health and safety	What risks do they pose and to whom?	What existing control measures are in place to reduce the risk?	Risk level achieved H/M/L*	Further action required Y/N?*
Perimeter fencing	Unknown people climbing over the fence and gaining access to the school	Possible violence towards school staff Access to pupils Theft or destruction to school property/premises	Appropriate height Good condition	L	N
Gates	Unknown people climbing over the fence and gaining access to the school	Possible violence towards school staff Access to pupils Theft or destruction to school property/premises	Lockable perimeter gates (with anti lift hinges) should match fencing heights, avoid features which assist climbing. Gates should always be locked when the school is not in use. Closing gates (both pedestrian and vehicle) during the school day can also provide a deterrent	L	N
Site Layout	Unauthorised persons gaining access to the site	Possible violence towards school staff Access to pupils Theft or destruction to school property/premises	The number of entrance points on to the school site during the day is restricted to one, multiple pedestrian routes to be available only at the beginning and end of the school day. (e.g. locked / unlocked by site staff) Each gate supervised by staff at the start and end of the day	L	N
	Unauthorised persons gaining access to the site	Possible violence towards school staff Access to pupils Theft or destruction to school property/premises	Reception to have full view of anyone entering the school and be in close proximity to the main entrance. Visitor access to be controlled by reception through an electronic entry system such as intercom / buzzer entry.	L	'N

			<p>Visitors should enter into secure lobby area with access beyond controlled by office staff (Further entry systems also require fobs)</p> <p>CCTV in place at entrances</p> <p>Members of the public gaining access to the front garden area through the side gate. Could talk to children through the playground gate. Office staff to be vigilant and staff on duty in playground. Staff to challenge anyone trespassing on this area if they feel safe to do so. SLT to be informed. Police to be called if needed.</p> <p>Members of public accessing car park. Office staff to be vigilant. Challenge if feel safe to to do so. SLT to be informed. police to be called if needed.</p>		
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