

Site and Personal Security Policy

The Trustees of Alder Bridge School take the security of its pupils, staff, parents, tenants and visitors extremely seriously. As a School, we understand the importance of creating a secure and safe environment for all.

The School adheres to a strong Safer Recruitment Policy and all trustees, staff, tenants and volunteer helpers must undergo DBS checking before permitted to work (or live) in the School premises. Further details can be found in our Safe Recruitment Policy.

Purpose

This policy details the security measures the School has in place and shows the highest level of commitment the Trustees and the staff have in providing a place where children, parents and visitors will feel confident that they are safe.

Personal Safety

The School has effective procedures in place to prevent accidental injury or assault to staff, pupil or parents. Risk assessments are produced for the site, events, activities, trips and first aid. All accidents and incidents are recorded on our Accident/Incident Form and retained inline with the current document retention regulations.

A senior member of staff will carry out further investigation of an incident, where required to do so, and provide a written report of their findings. Parents will be kept informed of the progress of these investigations.

Specific details of procedures relating to safeguarding can be found in our Safeguarding Policy, which can be found on our website or a printed copy can be obtained from the School Office.

Access to the School

Before 8:40am staff and tenants can access the school through the Bridge House side gate, which is opened at 8:40am and then padlocked with a numbered key code at 9am. The gate is locked from the inside and remains closed until 3:25pm. Outside school hours the gate is shut and entry is via a numbered keypad, the code is known only to staff and employees. The gate will be opened by a member of staff for evening meetings such as parents evening or other school events.

All other visitors are to use the main Bridge House entrance, which is controlled with a video buzzer entry system, and report to reception.

Staff may access the school through a numbered key coded gate via the rear car park. The code is known only to employees and tenants and regular contract staff, such as cleaners and catering. The gate remains locked at all times.

Tenants have their own entrance to Bridge House, away from the main entrance and are not able to be in the school areas during school hours.

The School's woodland can be accessed from the school grounds via a pin coded padlocked gate and also from Mill Lane, again the gate from the lane is padlocked with a pin coded lock.

Security of Pupils

Whilst on site, everyone is encouraged to be aware of dangers and to exercise personal responsibility for their safety and of others in the school.

At pick up times, 1:15pm or 3:30pm, pupils (KG & Classes 1,2,3,4 and 5) are handed over by their teacher to an authorised adult - parent, carers or other adult pre confirmed by the parent/legal guardian. Pupils who have written consent from their parents/legal guardians are allowed to leave unaccompanied as are children in Classes 6, 7 and 8 who do not need to be handed over.

Parents/carers should access the site via the main reception for 1:15pm pick up.

Outside of pick up times, no child is permitted to leave school unless a known adult arrives to collect them. Parents/guardians or carers are required to report to reception and sign the child out in the Pupil Late Arrival and Early Collection log.

All adults without a DBS will be escorted by staff at all other times.

Class Lunchtime stalls [location of the stalls under review]. All lunch stalls are subject to a Risk Assessment.

Currently, parents helping with the lunchtime stalls are accompanied during the setup and take down unless they are DBS checked. Setup and take down times must be agreed beforehand and should not extend beyond 2pm. For the duration of the stall, parents are responsible for their children who are not required to be in school. All other pupils will be supervised by the break duty teacher or assistants.

Supervision on School Grounds

Parents are responsible for their children, on school grounds, outside normal school hours. During the school day, the children are supervised during break times and lunch by teachers or assistants. There must be at least 2 adults in the main school building during school hours. The Education Manager is responsible for ensuring there is adequate adult ratios in school and where classes are off site.

Security of the Buildings

Staff and tenants are provided with a set of keys relevant to the access they need. A log of all key holders and the keys they have been issued with is maintained and kept in the School Office. An audit of keys is carried out annually.

Lost keys must be reported to the School Office at the earliest point of concern.

Staff are to return their keys when their employment ceases or if requested to do so by the Education Manager, Operations Manager or Personnel Officer. Tenants must return all keys to the Tenant Manager at the end of their tenancy.

The Office areas of Bridge House, including the main entrance, are opened by the Operations Manager or Education Manager. In their absence the Operations Manager will arrange for another member of staff, who is already on site and has the appropriate keys, to open the premises.

The last member of staff to leave Bridge House is responsible to closing up. They must lock the offices and the front and back doors and ensure that the side gate is closed. They must switch off all heaters, IT equipment and ensure lights are off, except for the front porch light.

Teachers are responsible for ensuring their classroom is secure before leaving, checking windows, fire escapes and switching off lights. The last teacher to leave should also ensure that the two main doors are locked and the fire escape door from the hall is closed properly.

Bridge House has additional security with card access on all doors that provide access between the school and tenant areas. This system is automated and enabled during 9:10am and 3:25pm, except during lunchtime collections when the system is turned off between 1:15pm and 1:30pm. All staff are issued with key fobs that are assigned only to them.

Security of Personal Property

Pupils are requested not to bring anything of value into school. Bicycles can be left at school with additional security devices, such as padlocks if necessary.

Visitors

All visitors are required to report to reception where they must:

- State the purpose of their visit and who they are here to see
- Sign in the visitor's book when they arrive and sign out when they leave
- Provide identification if requested

Then:

- All visitors are issued with a visitors badge
- Visitors should be met by or escorted to the person they have come to visit who is then responsible for them while they are on site. They should not be left alone in the School
- Where relevant a DBS check will be requested for those working in the school
- Staff are alerted to adults in school, workmen etc, especially those who will be on site for any length of time and/or not accompanied at all times
- All visitors are made aware of the emergency evacuation procedures and the school's Safeguarding policy, as well as this policy
- Visitors with mobility problems or disability should have a responsible person with them at all time, especially to assist in the event of an emergency evacuation

Contractors

As with other visitors, all contractors should sign in and out, be issued with a visitor's badge and made aware of the school's policies and emergency evacuation procedures. All staff will be made aware of contractors on site. Work will only be carried out at agreed times and and locations.

External maintenance personnel and other contractors will not always have been DBS checked, therefore they should not have any unsupervised access to the children.

Parents

- Parent volunteers who are assisting on a class trip or activity must be DBS checked.
- Parents who need to talk to a class teacher, in an emergency, should call or report to reception. The administrators will get a message to the teachers room.
- Parents who arrive late with their child must report to reception and sign the Pupil Late Arrival/Early Collection Log.
- Parents are required to give written consent for another adult who will be collecting their child/children on a regular basis.
- Parents are required to inform the School Office if they will be late collecting their child/children from school. If, in the case of a pupil not being collected and attempts to call parents and emergency contacts have failed, the school has a duty of care to inform Social Services after 30 minutes.
- Parent who remain on site for a meeting or social gathering must sign in at reception, wear a visitor's badge and sign out when they leave. They will be accompanied unless they are DBS checked.
- Parents are not permitted in either the main School or Bridge House before 8:40am and after 4:30pm unless attending a prearranged meeting with a member of staff.

Visitor's who give cause for concern/Intruders to Site

All members of the school community have a right to expect their School is a safe place to work and learn. Alder Bridge has a zero-tolerance approach to violent behaviour.

Violence is any form for abusive or threatening behaviour including:

- Threatening behaviour and/or threats of violence by a parent or other adult toward a member of staff or pupil at school
- Threatening behaviour and/or threats of violence by a pupil toward a member of staff or another pupil
- Actual violence towards a member of staff or pupil by a parent or other adult
- Actual violence towards a member of staff or pupil by another pupil
- Any form of verbal abuse or bullying

The Operations Manager or Education Manager must be informed immediately of any intruder or visitor acting in a manner that is causing concern or distress to any member of staff or pupil or other adult.

An aggressor could be a pupil, parent, another relative of a pupil, an ex-member of staff or even someone who has no links to the school.

To avoid disputes or confrontations escalating into something more dangerous staff should follow any or all of the suggested advice below:

- Try to stay calm
- Keep your voice steady and give clear concise instructions to the visitors
- Do not raise your voice above or match that of the visitor's
- Firmly request that the conversation be continued in private or at another mutually convenient time
- If necessary, walk away and state that you will only talk to them when they are calm
- If necessary, ask a colleague to mediate
- If there is a concern that the person may be under the influence of alcohol, drugs or another substance, consider whether to request the help of the police

Specific safeguarding and safety procedures

- All children should be moved away from any aggressor/intruder quickly and quietly
- In the case of an intruder, the police should be called immediately
- In the case of an aggressive parent/visitor the Education Manager or Operations Manager should make the decision on whether the police should be called
- If an incident occurs during lunch, break time or outdoor lesson, the class teacher or the teacher(s) on duty will ensure that the pupils return to the school building safely and inform the Operations Manager.
- If it is known that a parent/visitor may be abusive or violent, no member of staff will be left alone with such a person. Additional staff will be made available in this instance

Car Parking

In order to reduce the number of cars parking out the Front of Bridge House, particularly during drop off and pick up times, this area is restricted to disabled drivers, staff or other authorised users only. We kindly ask parents arriving by car to park in an alternative location and to accompany the children to school. Further details on alternative parking location near the school can be found in the school's main Parking Policy.

Tenants are not permitted to park at the front of Bridge House during school hours.

Signs are located at the front of Bridge House warning drivers to slow down and that there is no parking onsite

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Pupils have no access to any computers in the School. Office and teacher's laptops are password protected and staff must ensure that they are locked when they are not in use. For more details on the use of the school's IT facilities, please see our Use of Computer Facilities policy. Wi-fi levels on site are checked and a risk assessment is in place.

Cash handling

All payments in cash are receipted and the money kept in the wall safe until taken to the bank. If banking large sums of cash, staff should request that another member of staff accompany them to the bank. Staff should not leave cash in any unsecured location, including the classrooms, at any time. A cash float will be provided for lunchtime stall or other school events or activities.

Regular Checks

The Health & Safety Officer carries out daily checks on all school gates to ensure they lock and are in good working order. In addition they will also check the main school building and Bridge House to ensure they are safe.

Teachers are responsible for checking all indoor and outdoor play equipment on a weekly basis and report any concerns or issues to the maintenance team, by completing a Maintenance Request form.

Animals

For health and safety of the children, no dogs, except for guide dogs, are allowed in the school buildings or grounds.

Children are supervised by a teacher or adult helper when engaged with the School's animals. Personal hygiene rules are to be followed at all times.

Guidance or enforced instructions from DEFRA (Department for Environment, Food and Rural Affairs) will be implemented and followed at all times.

Duties of all Staff

All staff have a responsibility to ensure the safety of the pupils, parents, visitors and their colleagues while on site and will comply with this policy and any additional arrangements made by the school's management team.

Duties of the School Management Team

The Operations Manager and Education Manager will ensure that all staff and volunteers within the school receive the appropriate training and information to allow them to follow this policy and the procedures contained within.

They, together with the H&S Officer, will investigate any breaches of this policy and take all reasonable stop to prevent reoccurrence.

Duties of the Trustees

The trustees will monitor performance during site visits and through management updates provided at Trustee meetings.

Anyone who compromises the security in place will be held accountable for their actions.

Also see:

Child Protection and Safeguarding Policy
Health & Safety Policy
Safer Recruitment Policy
Use of Computer Facilities Policy
E-Safety Guidelines
Parking Policy

H&S0004	Reviewed: October 2018 Review Group: H&S	 The logo for Alder Bridge Steiner-Waldorf School features a stylized black and white graphic of a bridge or a wave on the left. To its right, the text "Alder Bridge" is written in a bold, sans-serif font, with "Steiner-Waldorf School" in a smaller font below it.
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Approved by:
Next review date: October 2019