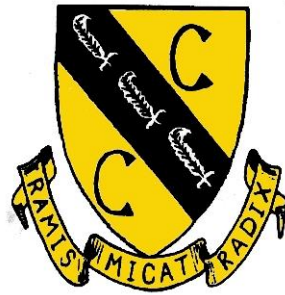


**Clarendon Cottage**  
**Preparatory School**

**Visitors and School Security Policy**



Created by: E Howard (September 2010)  
Reviewed by: P Orechoff March 2016  
Review Date: September 2017

## **Visitors and School Security Policy**

**This procedure is applicable to the whole school, including the EYFS**

### **Aims**

Security to both staff and pupils is paramount, and there are a number of measures put in place that must be strictly adhered to at all times. The purpose of securing the school is to keep unwanted visitors out and the children safe inside.

### **Visitors into School**

If a member of staff is outside with the children and a visitor comes to the gate, the member of staff must ask the nature of their business and if they have any identification – photographic if possible (unless the visitor is a parent). The staff member **MUST** escort the visitor to the office and explain to the school secretary who they are.

Visitors to the school are required to undertake a number of checks and procedures when entering the premises:

- Sign in and out
- Check of identification badge from company or photographic identity i.e. driver's license
- Check of DBS form or ISI identification badge
- To wear identification badges whilst in the school
- Visitors without DBS certificates or ISI identification badges will be accompanied and supervised at all times children are present in the building and are escorted to and from the areas they require access to.
- Visitors will be escorted out of the building

### **School Security**

The following procedures are in place:

1. The Playground - During playtimes the padlock is placed on the school gate that can only be opened by a key, a member of staff on duty is to key the key with them at all times and to keep mobile should anyone need to be let into the playground.
2. Door Security - within the school we have five emergency exits/fire exits. The two fire exits on the back of the building are fitted with buzzers and if open a member of staff would immediately know and check why they have been. The other three emergency exits are fitted with lock higher up the door so therefore the children cannot reach. The front door is kept closed and only to be opened by members of staff when the bell is rung. The door is open during

break/lunchtimes and the last member of staff in should check the playground for any remaining children and ensure door is closed.

3. General Security – windows are locked every evening by the after school club leader, the alarm system is set every night by the last person on the premises' usually the cleaner and visible valuables are not to be on show.

Staff must remain vigilant to strangers in and around school, and must not hesitate to inform the Head teacher if they have any concerns.