

THE IONA SCHOOL

Site Security and the Safety of Children Policy

(Revised November 2018)

The school is surrounded by high fencing and security gates

The playground has three entries

- 1) The gate next to the gym entry
- 2) the fence and gate near reception
- 3) The fence and gate near kindergarten

Pick up and drop off of children

The gates 2 & 3 will be opened between 8.30-9.00 and from 3.00-3.30 they will be locked outside these times

Main school

In the morning

During pick up a member of staff will be positioned at the main school entry (gym entry) to see all children onto site. The parents will leave their children at the door.

If a parent wishes to speak to the teacher, this is done by arrangement only where they will sign in at reception. If it is a moments morning meeting, the staff positioned at school entry will sign them in and out at that door and present that sheet to reception for reference.

Children for main school will not be permitted entry through reception, parents who ring the bell to gain entry will be asked to take their children to the main entrance

In the afternoon

The parents will wait in the lower playground for the teachers to bring the children to them. The teachers will then escort any remaining afterschool children to afterschool and sign them in. Parents are responsible for their children once they have been handed over.

No child will be allowed to go to afterschool or the school shop unaccompanied. Once reception has left, children and parents will not be permitted into the school.

Kindergarten

During pick up and drop off times the kindergarten foyer door will be left open. Parents will wait in the corridor until door is opened by staff to access kindergarten.

Nursery

Nursery parents will be able to gain entry to the playground, during gate open times. Staff positioned at the main school entry will be vigilant to ensure parents leave site swiftly.

Outside these times, they will be able to gain access by intercom.

If the school children are in the playground, all visitors will be greeted at the gates by reception or nursery staff and accompanied to the building.

Visitors or parents are not allowed to be unsupervised around children under any circumstances.

Parent Toddler group

Parents arrive after school gate opening hours, they must gain entry via intercom and be supervised to the Parent toddler room. On exiting, if the children are in the playground the parent toddler leader or receptionist will escort them to the gate

Access to reception during gate open times

Parents/ visitors must ring the main door bell to allow receptionist to let them in and field their enquiry

Playground Security for Break Times

- Two members of staff must be on break duty.
- Any visitor to the site should be “challenged” and escorted to the office to sign in, if appropriate or be reminded that the school is private property and be asked to leave.
- Staff on duty must be vigilant at all times.
- Staff to be positioned within eyeshot of gates
- Receptionist/ nursery staff to greet people at gates and escort them during break time
- At break times, Nursery children and Kindergarten children should not be playing at the same time.
- If a visitor arrives during break time, the receptionist or staff member taking the intercom call will escort them to the reception area.

Movement Between Buildings

Nursery

Nursery children will all be escorted if moving from one room to another, or to the playground.

Staff will always check the area first to ensure there are no risks present.

- Young children i.e. Classes: kindergarten, Transition, One and Two are to be escorted from one building to another in class groups.
- Children coming down from the top block to the playground are instructed to wait inside the door until the teacher is present.

Older children i.e. Classes Three, Four, Five and Six are to be supervised.

- Each building has its own self-closure with security keypad – staff should always ensure that the door has securely closed behind them.
- Children should also be reminded to close all doors behind them.
- Children from top building going for school meals must be supervised or escorted as appropriate.

Going on the Land

Before going on the Land

Staff MUST

- Carry out a risk assessment
- Remind children whilst in their classrooms about the area they are allowed into
- Ensure that children are reminded on safety and that they must always either have a partner or if they are alone, are with a staff member and to stay in earshot if not eye shot.
- Refresh themselves on the area they are to patrol
- Ensure a full head count of the children is taken and recorded. This should be either on the land risk assessment sign sheet or the blackboard. This means should that staff member be called away in an emergency, staff always know the number of children out at any time
- Ensuring gate are locked, these are the main access gate and the perimeter is secure before going onto the land
- Children must be fully supervised by an appropriate number of staff
- ensure a first aid box is taken on the land and a first aider there at all times.
- A mobile phone (non photographic if early years are out) or walkie talky must be taken by a senior staff member
- if early years are out, ensure that no mobile camera phones, cameras or recording equipment are taken
- ensure there is a nominated staff member that day to carry out a full sweep after the children have gone in.

During Land time

- Staff must know where children are, they are responsible for ensuring each supervisor has an area of land and regular patrols this.
- Always ensure that the children are in pairs and never left alone
- Ensure that Dens are visible from two sides and the children in them are still in eyesight

- Each class teacher retains good knowledge of their children out on the land
- Children must not be left unattended or out of ear shot of staff.

Leaving the land

- When leaving the land the children are called in class by class.

The meeting points for each class

1. Youngest class; bottom meadow gate
2. Middle class; top meadow
3. Oldest class; amphitheatre

The children must all be counted in from this point and followed in by their class teacher.

Before leaving the land, a full sweep must be done but the nominated staff member to ensure that there are no problems that need to be reported.

Early Years on the land

- Early years will follow the above ruling but ensure that children are securely shut in the meadow area, they are not permitted to wander anywhere else on the land.
- Allow a time that main school is not on the land
- Ratios must still be observed with the correct number of children to staff members.

If main school are on the land (whilst this should not happen, there may be a cross over)

- Do not allow main school into the early year's area due to ratios and also older children may be more boisterous.
- Ensure no cameras/mobile phones with cameras or other recording equipment are present

Ensure early years children are secure and safe with the correct ratios maintained at all times

After School Club

- All children must be taken to after school club by their teacher
- The children must be signed in and out by the after school staff
- If children are going outdoors, then the afterschool staff must accompany them at all times and count them in and out.

- No children to leave the after school room or the secure playground without an adult accompanying them
- No children allowed into the school shop
- Once the gates are locked, parents collecting children must use the intercom to speak to nursery, who will, on checking the after school register, let them in.

Visitors

- All visitors must be signed into the visitor's book, in the case of tradesmen etc. they must produce photo I.D and must be accompanied through the school at all times.
- No visitors that are 'cold calling' are permitted on site
- It is the receptionist's duties to vet all visitors; they must not be left unattended under any circumstances.

On leaving the building

- the doors must always be shut firmly and locked if leaving for the night
- alarm must always be set
- All fire exits and other doors must be properly shut.

Issue date

This policy takes effect from October 2009.

Review date This policy will be reviewed (and if necessary revised with the approval of the School Management Team) on an annual basis.

Related Documents

- Lost Children Policy
- Land policy
- Visitor policy
- First Aid and Accident Policy
- Health & Safety Policy
- Medicines Policy
- Pupil Code of Conduct & School Rules Policy

Issue date

This policy takes effect from May 2009

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name: Mr Martin Taylor

Position: Iona School Trustee

Signed: 

Date: 28/11/18

The Iona School