

Navigation Primary



Working together, learning together

Security Policy

Approved by: FINANCE, PERSONNEL &
FACILITIES COMMITTEE

Date: 22/01/2020

**Next review due
by:** ANNUAL

Introduction

The safety of children whilst they are on the premises and whilst off is of paramount importance to everybody at Navigation PS.

1. Access onto site for children and parents

It is the responsibility of all staff members to ensure that access doors from the playground are kept closed. When open e.g. at the beginning and the end of the day doors will be manned by staff members who, at an appropriate time, will accompany parents wishing to speak to a member of staff to sign in and collect a visitor's badge before escorting them to the relevant location within school.

1.1 Pre School

1. Parents of children being dropped off for Kids' Collective will use the pedestrian route of access on Hawarden Road, next to the staff car park, parents dropping off in the morning should not use the car park. Parents/carers dropping children off at the breakfast club are expected to pass their child over to the Kids' Collective member of staff in the breakfast club, before exiting in the same way as they have arrived.
2. Pupils arriving for a before school club should enter the building via the main door; at 8am the member of staff/provider running the club will open the main door and escort the children into the building.
3. The main gate on Gladstone Road will not be opened until 8.30am and no child should be left at school unsupervised before 8.45am, as there will be not be a member of staff on duty in the playground until that point.
4. A senior member of staff will be on duty on the main gate on Gladstone Road from 8.45am and at least three further members of staff will be on duty in the playground.
5. Parents of KS1 and EYFS children should wait until the bell goes and their child has been passed into the supervision of the class teacher before leaving the playground. Parents of KS2 children do not need to escort them onto or wait with them in the playground.
6. Children in nursery should be escorted into nursery and passed into the care of a member of staff.
7. The bell for reception children will ring at 8.50 and the children should line up outside their classroom and a member of staff will collect them.
8. The bell for all KS1 and 2 classes to line up will be at 8.55am. At this point class teachers will collect their classes from the playground and take them into class.
9. The last member of the junior/infant staff entering the building through the 3\4 doorway will be responsible for ensuring the door closes securely after them; a member of staff will be on duty at the 5/6 door until 9.05 and will close the door at that time.
10. The main gate on Gladstone Road will be locked at 9.05 am and any late comers will have to report to the main reception at the junction of Gladstone Road and Hawarden Rd. Parents must sign children in who arrive after 9.05am.

1.2 During the school day

1. All late comers need to report to the main reception area and be signed in by an adult on the Inventory system.
2. Children going home for dinner or being collected for an appointment, must be collected and signed out on Inventory from the main Reception area.
3. Any child returning to school must report to the main Reception area and be signed back in on Inventory by an accompanying adult.
4. The main gate will be opened at 11.45am for Nursery parents to collect morning children. The gate will reopen at 12.25pm for afternoon Nursery children to come in. Again, it will be supervised until the gate is closed again at 12.35pm.

2. Procedure in the event of a pupil going missing.

2.1 During the school day – please refer to the Absconding Policy.

2.1.2 Off site

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity.

2. The school office is contacted immediately and the incident is reported to the Head teacher or deputy in her absence.
3. The Head contacts the police and reports the child as missing.
4. The Head contacts the parent, who may make their way to the school or outing venue as agreed.
5. Staff members should take the remaining children back to the setting.
6. If the venue has security, a staff member should contact the venue's security who will handle the search and contact the police if the child is not found.
7. A designated staff member may be advised by the police to stay at the venue until they arrive.
8. An investigation is carried out by the Head or deputy and the staff leading the trip.

2.2 The investigation

2.2.1. The Head or deputy in her absence will speak with the parent(s).

2.2.2. Written statements are taken from all the staff in the room or who were on the outing detailing:

- The date and time of the report.
- What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
- When the child was last seen in the group/outing.
- What has taken place in the group or outing since the child went missing.
- The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

2.2.3. If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

2.2.4 If the incident warrants, then the whole school Critical Incident Plan (Appendix 1) will be followed. This decision will be made by the Head and SMT

3. Systems in place to minimise the risks of a child going missing:

- A whole staff understanding of this policy and other safeguarding policies.
- A register of children is taken at the start of the morning and afternoon session.
- Staff members know the number of children present each session.
- Gates and doors are kept closed and, where appropriate, secured.
- Thorough planning before any trips to include risk assessments, educating the children about safe procedure, the use of high visibility jackets/vests, briefing volunteers etc
- Wherever possible, when moving between areas, one member of staff must be in front of the children and another at the back ensuring all of the children stay together.
- On trips outside the school grounds a high adult to child ratio is adopted and named children are assigned to individual staff to ensure each child is individually supervised, no child goes astray and that there is no unauthorised access to the children.

4. Stranger on the premises

Navigation Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

5. End of the school day

- 5.1. The gate on Gladstone Road will be opened at 3.20pm. In inclement weather, or very warm weather, parents may wish to use the shelter on the main playground to wait for their child.
- 5.2. From 3.25pm the staff operating the Kids' Collective will go around EYFS & KS1 classes collecting the children due to stay for Kids Collective. KS2 children will make their own way to Kids' Collective.
- 5.3. A senior member of staff will be on duty from 3.30pm at the main gate to the school on Gladstone Rd.

5.4. Nursery and reception children will be transferred to a parent/carer at the classroom door as will Year 1 children until the summer term.

5.5 Y2 - 6 children, and Y1 from the summer term, will be brought out onto the playground handed over to their parent/carer. Pupils in year 5 and 6 may walk home unaccompanied if the school has received a permission letter from parents/carers.

5.6. The bell for the end of the day will go at 3.25 for KS1 and EYFS and 3.30 for KS2 children. Staff will escort the children into the playground.

5.7. A member of staff should remain with each class until the children are all collected or until 3.40. In addition, staff members who have been on afternoon playground duty and the member of staff on duty at the main gate, will be on hand to supervise the children as they leave the premises until 3.40pm.

5.8. Any child not collect by 3.40pm will be taken to the school office, by the class teacher or teacher on duty where the administration staff will attempt to contact parents.

5.9. The main gates on Gladstone Road will be locked at 3.45pm.

5.10 Children attending after school clubs will be handed over to parents/carers at the main door by the member of staff/provider running the club. Y5 and 6 pupils may walk home unaccompanied from these clubs if school has received written permission from a parent/carer.

5.11. The Site Manager will be on duty until the last child has been collected from Kids' Collective.

5. Staff members

All members of staff have been DBS checked prior to commencing work at NPS. All members of staff must wear their Navigation identification badge at all times.

6. Visitors

All visitors must report to the main office other than parents who are accompanied by a staff member. Those who are visiting regularly must have their DBS disclosure number and photographic identification checked prior to the first visit. All visitors must sign in and wear a school visitors' badge. Staff will challenge any unknown adult who is not wearing a visitors' badge or Trafford I.D. badge.

7. Off site during the school day

Any visits off site will need to be led by members of staff, either through the main entrance or by the back door next to the staff car park. Staff going off site must take a mobile phone or walkie talkie with them.

8. Extra curricular activities:

1. The weekly staff bulletin will detail all extra curricular activities and any lettings.
2. Children must have written permission to stay for clubs/matches.
3. Parents/carers should collect their child from the main door at the time stipulated in the letter or school newsletter. The person running the club must hand children over one at a time to a responsible adult unless a parent has requested in writing that the child makes their own way home.
4. The teacher responsible for the activity must take charge for contacting the parent/carer of the child should they not be collected on time.

9. Equal Opportunities

This policy applies to all regardless of age, gender, race or any disability.