



William Fletcher Primary School

Where Everyone Counts

William Fletcher School is a Rights Respecting School, this policy reflects Articles 19 (right to be safe) 28 (right to education) 29 (goals of education)

SITE SECURITY POLICY

Safeguarding pupils and adults in school is of paramount concern. No adult should be able to access the school buildings without having to be signed in at reception and having their identity checked (where appropriate). A site security risk assessment will be completed annually.

In order to ensure safe site security in school we have adopted the following procedures:

- All members of staff will wear identification badges at all times
- All members of staff will sign in when they arrive for work and sign out when they finish using the school electronic signing in system
- All visitors will sign in using the school electronic signing in system and wear a visitor's badge
- Parents and carers will not have access to the school site during the school day without the prior agreement of the Headteacher
- All external doors should be kept locked during the school day. During periods of extreme summer heat, the Headteacher or Deputy Headteacher will decide if the outside doors can be left open
- The front door code will be changed on a regular, but not frequent basis.

The following arrangements for the beginning and end of the school day will be implemented

Upper Key Stage 2:

8.30am Pedestrian gate unlocked

8.35 am Classroom doors will be unlocked for children to come into class

9.00 am Classroom doors will be locked

3.00 pm Teachers will release children from their classroom to child's parent where appropriate

3.15pm Classroom doors and pedestrian gate will be locked

Lower key stage Two and Key Stage One :

8.35 am Classroom doors will be opened and staff present ensure that parents/carers bringing children into class are supervised.

9.00 am Classroom doors will be locked

3.00- 3.10 pm Staff will hand children over to parents and carers

3.15pm Classroom doors and pedestrian gate will be locked

Foundation Stage

There is always an adult at the entrance to meet and greet the children and parents. Timings are as follows:

8.35 am Classroom doors will be opened and staff present to ensure parents/carers bringing children into the unit are supervised

9.00 am Classroom door locked

2.50 pm Blue gate by FSU unlocked

3.00 pm Children are handed to parents/carers

3.15pm Classroom doors and pedestrian gate will be locked

All Children

Children who arrive after 8.45am and are late for school should enter the school via the school office. They should report to the office staff in order for them to be included in the school attendance register.

Policy Name	Site Security Policy
Frequency of review	Yearly
Written	November 2022
Written by	Deborah Nind Headteacher

