



## Security

### Aim

Banstead Prep School (BPS) aims to ensure pupils, staff and visitors are safe to create an effective environment for teaching and learning and to protect the welfare of all those who work and study on school premises. The Site Manager has overall responsibility for ensuring the security of the school site, together with the Site Assistants, but all staff have a responsibility to implement the procedures outlined below.

This document is reviewed annually by the Site Manager or as legislation or events require. The next date for review is January 2022. This document applies to all members of our community including those in our EYFS setting. It should be read in conjunction with the First Aid and Supervision Policies.

### General Security Procedure

A Site Security Risk Assessment is carried out and reviewed and should be read in consultation with this policy.

Access to the site is controlled by staff located in the School Office via secure access keypad entrance system; locked perimeter fencing prevents unauthorised access to the site whilst the school is in session.

Perimeter gates around the site are kept locked whilst the school is in session unless supervised by a member of staff.

The exterior of the school site is lit by security lights which are either active via sensor, time clocks or via a manual switch. The gate to the Sports Field is locked when not in use.

Staff duties patrol the school interior and the playground/communal areas during non-lesson times. Staff are advised to challenge strangers by asking 'Can I help you?' to any person without a clearly visible visitors badge or if they are displaying suspicious or unusual behaviour. Staff should not put themselves at risk and if unsure must contact a member of SLT or the Site Manager or, if imminent danger is obvious, the police must be first called.

### Visitors

The main school reception is manned from 07.30-17:00. All visitors must report to reception where they are allocated a visitor's badge which must be displayed. Pupils are reminded of the need to ensure that visitors are not let into the building by 'tail gating' pupils. Any pupil concerned about the conduct of a visitor should report it to



a member of staff who should then immediately inform the Site Manager who will inform SLT.

One-off visitors or contractors, who do not fall into the category below, are allocated a red lanyard containing a visitors badge with a photograph. These visitors MUST be escorted whilst on the premises.

Regular contractors, regular volunteers, Governors and United Learning Head Office staff who have completed the appropriate checks are allocated a badge with a yellow lanyard and may have unescorted access to the school site.

Peripatetic music teachers and regular classroom volunteers are allocated grey staff lanyards and sign in and out of school as staff. They should wear their lanyard, at all times.

### **After School Activities**

Any activity taking place after 16:00 should, ideally, be confined to one area and must be supervised by a member of staff who is responsible for registering pupils to that activity. First Aid provision must also be accounted for.

### **Wrap-around care**

Wrap around care is provided from 07.30-08.00 and from 16.00-18.00, Monday to Friday in the Breakfast and After School Club Building. All pupils must be signed in/out of the registers and parents/ guardians dropping off/ collecting pupils must ring the bell at the entrance to the Breakfast and After School Club Building to gain access. (During the COVID 19 pandemic this has been changed to the main school building for Year 1 – 6 and to the Nursery building for EYFS children (including Reception) to maintain infection control bubbles. The registration procedure remains unchanged. Collection requires parents or guardians to call the school office before 5.00pm and the school mobile after 5.00pm. Children will then be escorted to their waiting cars by a member of the after school care team. No parent or guardian enters the site to collect).

### **Review**

This policy is reviewed by the Site Manager on an annual basis and after any incident.