

This policy should be read in conjunction with The University of Brighton Academies Trust Keeping Children Safe in Education and Child Protection Policy.

At Pound Hill Infant Academy, the safety of our pupils is paramount and for this reason the following guidance is provided for staff and visitors to support them in managing pupils' security throughout the day.

### **Security Access to the Academy Site**

The academy is secured by a boundary fence and gates. **See Appendix 1**

**Vehicle access** to the site is from Crawley Lane. Vehicle traffic to the car park is controlled via the Junior School barrier. The barrier is in operation from 9am-3pm. (When the car park barrier is not operational, the external boundary fence prevents anyone from driving on site.) The Junior School hold a list of staff and regular visitors and they are informed of any expected visitors each week or daily as needed. Parents are not permitted to use the car park, unless in an emergency to pick up their child. Access from the car park to the front of the school building (not building or playgrounds) is via a pedestrian gate with a viewing camera and buzzer system which is controlled by our academy admin team.

**Pedestrian access** to the site is via four gates. **See Appendix 1.**

**Gate 1 and 2:** main pedestrian gate providing access to the front perimeter of the site from the walkway and car park leading from Crawley Lane. Both gates are controlled by a buzzer system which is controlled by our academy admin team.

Opened: 8am and closes: 9am

Opened: 2.50pm and closed: 4.30pm

**Gate 3:** provides access from the front of the site onto the main playground. These are controlled by a combination padlock and managed and managed daily by an appointed daily staff member

Opened: 8.30 am and closed: 9am

Opened: 2.50pm and closed: 3.30pm

**Gate 4:** Is exit access only from our main playground from Moat Walk at the back of our site. These are controlled by a combination padlock and managed daily by an appointed daily staff member

Opened: 8.25am and closed: 8.55am

Opened: 2.50pm and closed: 3.30pm

**Gate 5:** provides access to the site perimeter at the rear left side of the site. These are controlled by a combination padlock and managed by premises staff.

Open 8am and closed: 9.00am

Opened: 2.50pm and closed: 3.30pm

**Gate 6:** provides access from the site perimeter left side onto the reception playground. These are controlled by a combination padlock and managed by an appointed daily staff member.

**(The SBM will manage this in absence of the Premises Manager.)**

Staff must ensure that all doors and gates remain closed. Staff should not wedge external doors open as this will compromise academy site security. During the hours of 9am and 2.50pm the site is locked. The only access to the site is through the security controlled gates.

### **Door Security**

The main academy entrance door has a two door secure entry system which is operated from the main reception desk, this is manned between 8.30am and 3.15pm. Visitors will remain in the outer reception area and only buzzed into the academy if they are identified as a parent/carers or known visitor signed in using our Inventory system, with the appropriate lanyard, supervision and safeguarding leaflet.

### **Visitors**

All visitors must report to the main Academy Reception. ID is checked if the person(s) is not known to the admin team and they ask who they are here to see/what they are here to do – these details are then checked against the visitors log on the office calendar. All visitors to sign and out of the academy via 'Inventory'

All visitors (except UoBAT central staff) are given a lanyard (colour depending on DBS checks – see below) the appropriate person is contacted to inform them of their visitor if necessary. The visitor either waits in reception for the appropriate member of academy staff, or a member of the admin team will escort the visitor to where they need to go (if necessary for them to be in the Academy building) **A visitor cannot be left unaccompanied without an enhanced DBS and relevant ID.** The admin team will ensure that all visitors are signed in and given the appropriate lanyard and are given a visitors safeguarding leaflet.

Staff should ensure that any visitors do not have individual access to the pupils without an enhanced DBS check (as shown by their coloured lanyard) the office team will check this information, which is available from the Business Manager, Principal and the Single Central Record and give the visitor the appropriate lanyard.

Any sibling who has to use the toilet either at drop off or pick up must be accompanied by a parent/carers, and can only access the building through the front office. The parent will be given a yellow lanyard and must be escorted by a member of staff.

### **Lanyards**

**Red** lanyards are to be worn by people visiting / volunteering in the Academy. All volunteers will have had a DBS check, be detailed on our Single Central Record, received safeguarding training and therefore can be unsupervised around the building.

**Yellow** lanyards are worn by any visitor who has not provided the office with DBS documentation and must be supervised at all times whilst on site.

**Burgundy** lanyards are worn by all PHIA staff or authorised trainees with a DBS. All will be listed on the SCR.

**Turquoise** lanyards are worn by all members of the central staff employed by The University of Brighton Academies trust with a DBS Check and these staff are listed on the SCR.

The admin team is responsible for issuing lanyards to visitors. However, on occasions where staff are required to sign in a cover teacher or visitor before the office opens at 8am. Staff are to ensure these guidelines are referred to ensuring identification is checked if the visitor is unknown. If in any doubt about which colour lanyard to issue, staff should issue a yellow lanyard and supervise the guest until the office can clarify further details.

### **Unknown visitors**

Staff should be vigilant around the site as unwanted visitors may present a risk to the pupils' safety. In the event that staff notice a visitor on site, without a lanyard, or he/she is acting strangely, they should notify the Senior Leadership Team. Senior staff will then challenge the visitor's intention and contact the police if required.

### **Pupil Arrival and Dismissal**

The Academy has a separate Arrival and Dismissal policy, which parents are asked to adhere to all times. Parents and carers should take pupils to their relevant playgrounds at morning drop-off. Pupils will access the academy through the respective doors and go directly to their classrooms. Any pupils who have alternative arrangements at this time will be greeted by the allocated staff member at their designated drop-off point.

At 9am, all gates will be locked, ensuring that the only route of entry for pupils is then via the main office. Parents should bring pupils into the main office and sign them in

### **Collection of Pupils**

#### **Authorised Collectors**

All pupils within the Academy have authorised collectors. If there is a change in circumstances, the parent must, ideally, notify a member of the class staff at drop-off or notify the main Academy office as early as possible to allow sufficient time for the message to be passed to the Class Teacher. If you are unsure ALWAYS check with the office before dismissing a child to an unknown adult. Children under the age of 16 are not to pick up siblings. If a different adult comes to collect the pupil that we are unaware of, a call will be made to the parent or carer to check the identity of the person and confirm a pre-agreed password which will need to be given by the adult collecting. The parent should then give verbal consent for this person to collect their child prior to the academy releasing the child. All staff should have an awareness of the adults who are authorised to have contact with or to collect a child. These details can be found on pupils' SIMS records. No pupil can go with a non-registered adult without a pre-agreed password.

Where contact with certain family members is forbidden, a record is kept of each family member with whom contact with the pupil is prohibited. If one of these family members should arrive at the Academy they must not be granted access and the DSL or senior member of staff should be made aware of the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter. If the family member will not leave the premises calmly, staff should contact the Police.

#### **Non-Collection of Pupils**

If a pupil is not collected by an authorised adult, staff will ensure that the pupil receives a high standard of care in order to cause as little distress to the pupil as possible. The admin staff will phone the authorised adult.

Parents are informed that if they are not able to collect their child as planned, they must inform the Academy so that back-up procedures can be put into place. If a pupil is not collected from the Academy by an authorised adult and the time is such that staff can no longer supervise the child, following procedures will take place:

- Senior staff should be notified
- A final call will be made to all Primary contacts
- If no response after 30mins all other named contacts on SIMS will be called.
- If still no contact after 60 minutes then a call will be made to MASH.
- If the above are unsuccessful then the DSL or senior member of staff will call SPOA - Local Authority Single Point of Advice team on 01323 464222 before 5pm. Out of hours, contact the Emergency Duty Service from 5pm to 8.30am (after 4.30pm on Fridays) 01273 335906 or 01273 335905.
- All the above will be recoded on CPOM's.

Parents of pupils starting at the Academy are asked to provide specific information which is recorded on SIMS. This information includes:

- The home address, home telephone number and mobile telephone number
- Place of work, address and telephone number (if applicable)
- Names, addresses and telephone numbers of adults who are authorised by the parent to collect their child from the Academy, for example a child minder or grandparent.

Any changes to the initial information provided must be recorded with dates and who provided the amendments, especially if the person can/can't collect.

On occasions when parents are aware that they will not be home or in their usual place of work, they must notify the Academy and have the details recorded.

### **Missing Pupil Procedure**

If a pupil is ever missed or found to be not present during the academic day an immediate search will be carried out by all available staff.

- Staff should start by checking the register on SIMS and should then check all areas inside in a logical order. All areas should be searched including storage areas, cupboards and play equipment. Staff should then proceed to the outside areas within the perimeter of the Academy premises.
- At this point a staff member will inform the Principal / SLT of the missing pupil
- If the pupil is still not located, 999 should be called and the police should be notified. Parents should also be notified at this point.
- Staff members should also be dispatched to carry out a sweep of the external areas outside the Academy premises. Staff members searching the external areas should carry a mobile phone.
- All members of staff who are checking the premises will carry a mobile phone or radio and immediately inform the Academy if the pupil is found.

### **Policy Status and Review**

Written By	Principal
Approval Date	Sept 2022
Review Date	Sept 2022

### **COVID 19**

If Government guidelines dictate a new drop off and pick up system with alternative routes into and out of the academy site, any changes required will be provided via parent communication in the form of revised parent guidelines.

**Updated by Academy Business Manager June 2020**

Appendix 1:

