

Policy title	Site Security and Safeguarding Policy
Written by	Carly Welch, Principal
Policy owner	Principal

Status	Approved
Summary of change	Updated year groups allowed to walk home on their own.

This policy should be read in conjunction with The Baird's Safeguarding and Child Protection Policy.

At The Baird Primary 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 Academy Site

Main vehicle and pedestrian access to the academy site, from Parker Road, is controlled by security gates. Outside timed opening periods, entrance via the vehicle / pedestrian gates is for staff and visitors using the entrance phone only, which is connected to the main office.

Parents are not able to drive onto site, without a registered blue badge, which should be shown to the office to gain permission for entry, prior to driving onto site. To enforce this restriction, and for pupil safety, the Parker Road (external) gates will be locked by the Facilities Manager between 8.30am and 9.00am and again between 3.00pm and 3.30pm.

The main automated pedestrian gate entrance is open daily from 06.50 – 09:00 and 15.00 – 16.30. The pedestrian entrance on Elphinstone Avenue is open daily from 06.50 – 09:10 am and 14.50 – 17:45. Access to the Nursery, outside of these times, is via the Parker Road entrance.

When the Academy hosts events such as discos, parents will be unable to drive onto the site, even after hours, as the main automated gates will be locked.

Nursery parents, who collect their children during the day, should enter the site via the Parker Road entrance however are able to access the nursery EYFS entrance by walking around the internal perimeter fence. Parents should not park on the driveway up to the academy as this would prevent us getting the emergency services into school if required.

Staff must ensure that all doors and gates remain closed. Staff should not wedge doors or gates open as this would compromise our security.

Door Security

Answering the door

The main academy entrance door has a secure entry system which can only be accessed from the main reception desk, which is, on the whole, manned continually between 8.30 and 16.00. A member of the office team will ensure that only known parents/carers or visitors are allowed entry through the automated locked gates and into the reception area. To gain access from the main reception into the academy, visitors must be accompanied by a staff member, through the fob access door.

Visitors




All visitors must report to the main academy reception where the following procedure is followed:

- The visitor signs in using the INVENTORY system. This creates a log of all visitors which is monitored closely by the Principal, PA to the Principal and Office Team.
- ID (and potentially DBS certificate) is checked if the person(s) is not known to the office team and they ask who they are here to see/what they are here to do – these details are then checked against the visitor log in the office calendar. These details may also be checked against the Single Central Record to see if we have a DBS check for the visitor.
- All visitors will be given a safeguarding leaflet to read.
- All visitors 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 school staff, or a member of the office team will escort the visitor to where they need to go (if it is necessary for them to be in the academy building). **The person would not be left unaccompanied if the office team have not seen a DBS and the visitor would therefore be wearing a red 'visitor' lanyard.** The office team will always ensure that all visitors are signed in and given the appropriate lanyard.

- A log of visitor lanyards with fobs is kept by the main office to ensure we can track who has which lanyard and ensure they are all returned.
- Visitors are requested to sign out on departure and return their lanyard.

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 PA to the Principal or Principal and the Single Central Record and give the visitor the appropriate coloured lanyard.

	<p>Red 'Visitor' lanyard with white 'Visitor' label</p> <p>These are issued to any visitor who has not provided a DBS certificate to the office (parents for meetings, general visitors).</p> <p>Any visitor issued with a red lanyard should be supervised by a member of staff at all times. Academy staff should challenge any visitor with a red lanyard who does not appear to be accompanied by an academy staff member.</p>
	<p>Lime 'Visitor' lanyard with white 'Visitor' or 'Volunteer' label</p> <p>These are issued to all people visiting or volunteering in the academy (all outside agencies/professionals with a DBS)</p> <p>These visitors or volunteers will have had a DBS check, be detailed on our Single Central Record, and therefore can be unsupervised around the building.</p>
	<p>Grey 'Staff' lanyard with photo ID label</p> <p>All Trust staff members or authorised trainees with a DBS will have one of these.</p> <p>All staff are listed on our Single Central Record.</p>

The main office 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 8:30am please ensure these guidelines are referred to and that identification is checked if you do not know the visitor. If in any doubt about which colour to issue, staff should issue a **red lanyard** and supervise the guest until the office can clarify further details.

Unknown Visitors

Staff should be ever vigilant around the site as unwanted visitors may present a risk to the pupils' safety. In the event that staff notice a visitor on the site, without a lanyard, or he/she is acting strangely, they should notify the Facilities Manager and the Principal (or another member of senior staff).

These staff will then challenge the visitor's intentions 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 at all times.

Parents and carers should take pupils to their relevant drop-off points. Pupils will be led in by their class teacher 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.

Pupils who arrive at the academy, after class lines have entered the academy and the playground gates have closed, will be greeted by a member of staff at the office and signed in using Inventry.

At the end of the day, unless written consent has been received for Year 6 pupils to walk home by themselves, pupils will be dismissed to their agreed authorised adult.

Collection of Pupils

Authorised Collectors

All pupils within the academy have authorised collectors and may have a password set up, as detailed on SIMS which can be accessed by their teacher or the main office.

If there is a change in circumstances, the parent must, ideally, notify the class teacher 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. The parent is also responsible for providing this person with a password for collection.

Pupils within Year 6 will be issued with an annual consent letter, to be completed and signed by their parent or carer, indicating if they have permission to walk home alone. Class Teachers and the office will maintain a record of this. 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.

Persons prohibited from collecting children

Most pupils have a password for collection set up and detailed in SIMs. Parents should set these at the main office. Different adults collecting pupils should provide this password to the class teacher. If a different adult comes to collect the pupil that we are unaware of, a call should be made to the parent or carer to check the identity of the person. The parent should then give verbal consent for this person to collect the pupil, prior to 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.

Where contact with certain family members is forbidden, a record is kept of each family member with whom contact with the pupil is prohibited, both on SIMs and in CPOMS. 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. These situations will be managed by the DSL or Senior Leaders.

Non-Collection of Pupils

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

When a pupil starts at the academy, staff should inform parents and carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

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 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.

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 the following procedures will take place:

- Senior staff should be notified
- A final call will be made to parent and other named contacts on SIMS
- Two staff members will attempt to take the child to their home address – usually a senior leader and the DSL.
- 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) and during the weekends and bank holidays 01273 335906 or 01273 335905.
- All the above will be recorded on CPOMS.

Missing Pupil Procedure

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

- Senior staff should be notified and radios used to notify all staff.
- Staff should be in communication via radios. Radios should be kept silent except for communication regarding the missing child.
- 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 of the missing pupil, if not already notified.
- Staff members should also be dispatched to carry out a sweep of the external areas outside the academy premises and one member of staff will be asked to check the CCTV. Staff members searching the external areas should carry a radio or mobile phone. Radios are allocated to classes and all non-class-based staff.
- 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.
- If the pupil is still not located, the Principal (or designated Senior Leader) will make the decision to call 999 and the Police should be notified. Parents should also be notified at this point.

Pupils Absconding from Site

If a pupil absconds from the academy site, one member of staff should initially follow them from a distance. All staff carry radios and therefore the Senior Leadership Team and Safeguarding Team should be notified immediately via radio. A second member of staff should then go and join the initial member of staff with a mobile phone (obtainable from the office). Staff should follow the pupil from a distance, maintaining visual at all times, where possible.

The Principal or Safeguarding Officer will attend, in a car, to support the staff. Prior to departure, these staff will contact the parents to notify them that their child is off site – they will take with them a pupil details sheet from SIMs including the date of birth and address of the pupil.

The parent will be informed of which direction the child is travelling in and asked to meet us. Parents will be contacted from one of the school mobile phones (not a personal phone) so that they can call back and liaise directly with the Safeguarding Team.

Staff should try all de-escalation techniques to attempt to calm the child. Staff should physically intervene if the child is a significant risk to themselves or contact the Police if the child is placing themselves at harm (e.g. running in front of cars).

In the event that we lose sight of the child, the Principal or Safeguarding Officer would make the decision to contact the Police.

Any incidents of absconding should be logged on Civica (health and safety incident reporting system).

A full debrief will be led by the Principal and an investigation will take place, where required, to understand how the security breach took place.