

BURFORD SCHOOL



Burford School

School Security Policy



School security

This policy was approved by the governing body in May 2011

This policy will be reviewed in May 2013

School Security

The School is committed to providing a safe and secure environment for its pupils, staff and visitors. We recognise the importance of security and to achieve this we have in place the following measures:

- The school has a visitor policy requiring all visitors to report to reception, sign in and wear a badge whilst on the premises.
- All staff wear ID at all times.
- Pupils are required to be booked out if they need to leave the school during the day. They would then need to be booked in again if they returned to school. A letter of authority, signed by the parent (guardian), will be required if the child is to leave with someone other than the parent (guardian).
- The school has established procedures to deal with emergency situations (eg Emergency Plan) that may arise eg. fire, accidents, unauthorised persons. Staff and pupils are familiar with emergency procedures.
- The headteacher will arrange for a termly risk assessment of security and review of procedures to ensure their effectiveness. Steps to improve security will be taken wherever possible.

- As far as is reasonably possible the school will seek to monitor all those who enter the school premises and grounds.
- Staff will be made aware of the risk posed by unwelcome visitors.
- All significant incidents of arson, theft, vandalism or assault will be recorded and reported to the appropriate authority.
- The school will maintain contact with appropriate organisations (police, LA) to ensure its procedures are effective, current and familiar to staff, governors and pupils etc.
- The school has a policy of lone working for members of staff to ensure that they are not put at risk whilst working on the premises out of hours.

Gate Opening Times

The Pedestrian main gate is open between 7.40 ---- 8.50, 15.00 ---- 18.10

The side gate is open between 7.40 -----8.50, 15.00 -----15.50

KS1 door is open between 8.50 ----18.30

KS2 door is open between 8.45 ----18.30

Any parent who requires further information on the main points given above should contact the headteacher. Details of this policy and subsequent changes or amendments will be published annually in the school's prospectus and the *Parents' Handbook*.