

Monitoring and review:

The Governors will discuss Security annually.
The Senior Management Team discuss Security regularly
Health & Safety Committee discuss security
Pupils are reminded to be careful of the Health & Safety of everyone

Information:

Staff Handbook and A-Z
Health & Safety Policy

Data Protection Policy
Registration Policy

Fire Policy

Supervision of Pupils:

- Staff in the Lower School supervise pupils during lessons and breaks
- Up to Year 3 pupils going to individual Music lessons are collected by the relevant Music teachers
- Senior pupils are registered at 8.40am and 1.20pm, Lower School by 1.30
- Pupils remain on site all day, except occasionally for PE lessons or outings
- Break and lunchtime – Staff are on duty
- Pupils and Staff are required to sign in and out of School at the Office
- Visitors are checked at the Office
- EYFS classroom doors have security locks.

Boarding House:

Sr Thomas More, Boarding House Mistress, Sisters, and Staff supervise

Intruders:

In the event of an intruder:

- telephone the School Office or Sr Thomas More to raise the Maintenance Staff
- Intruder Alarm / Fire Bell may be rung; Buildings evacuated in the normal way

Risk Assessments should be done carefully every year

Plans for the future:

- ^ Each classroom requires locks
- ^ Signs required to direct people to the Office

(Prepared Sept 2008 DPW; August 2010, Oct 2011, May 2012 Sr F Next Review due May 2013

Security Procedures

Front security gate

- For reasons of security the code to the gate will be restricted to members of staff arriving at school out of office hours. All others will ring the buzzer and be given access by either the office or the person on duty in the Boarding House. (Maintenance – RA, MT, PZ; EM Catering staff- DM, KS; Admin staff – KD, DF, IR, EH; Teaching staff – JH, CR, PW, SW; Governor ED- all Boarding House Staff)
- The code needs to be changed each half term by the maintenance staff
- The gate needs to be shut at all times and this needs to be monitored by the office during school hours.
- The person on duty in the Boarding House needs to be responsible for the opening and shutting of the gate with the remote control. This applies to the mornings as well as the evenings. Children should not operate the device.
- During school hours all arrivals, except members of staff, should report to the office. Visitors should be accompanied when on the school site.
- The intercom system should be used, unless the person can be easily identified, to address the person to ascertain the purpose of the visit. Children should not be sent to do this.

General security

- All gates need to be kept locked during the week, including the gate to the Sisters' garden. During the weekends when Boarders are not on site these restrictions may be lifted.

Boarding House security

- All doors to the building must be kept locked out of school hours, before 8.30am and after 4.15pm
- Parents / visitors must not be left with children unaccompanied. Should unpleasantness arise from an adult Sr Francis or Sr Danuta should be called.
- Parents need to ring if they wish to visit the Boarding House outside times of usual arrival and departure.
- Clear guidelines need to be given to all staff and boarders regarding safety.

May 2012