



Brimington Manor Infant & Nursery School

School Security Policy

School security is a high priority at Brimington Manor School.

Children enter the school playground through the front and rear gates which are opened at 8.30am by the caretaker and are locked at 8.55 am by the Headteacher or School Clerk. The gates are reopened at 2.45pm until 3.10pm. The gates may be opened after school if there are meetings.

All gates are locked during school time except for the Nursery gate at the front of school which has a high handle at adult height. This gate is not locked (fire escape) but should always remain closed - as it has been installed as an extra barrier to the car park and road.

Children enter school via the main door, terrapin door and the Early Years doors:

Year 2 - terrapin door

Year 1 - main door

Reception - EYFS side door;

Nursery - EYFS side door

Doors are opened to parents at 8.40am in the morning. The Early Years side door is opened at 12.05pm for Afternoon Nursery children.

Any child or adult arriving after the gates are locked have to report to the main entrance for admission to school. (A door buzzer with remote entry access is situated at the main entrance and the Early Years side entrance has a security key pad that can only be accessed using the code or by a member of staff opening the door manually).

The main door locks automatically after access and all relevant staff have fobs to open it from outside. Exit is by an 'adult -high' switch (this is linked to the Fire Alarm system to allow exit in the case of fire)

The terrapin door and Year 1 side door are locked throughout the day but can be opened from inside; a fob is needed to open from outside.

Within school the Early Years doors have internal locks at the top.

The school office is locked when not in use and sensitive documents are kept in a locked filing cabinet or cupboard. Keys to all areas are kept in the lockable office key box and duplicates are located in the 5 Critical Incident files - sited in the school office, the terrapin, Mrs Fretwell's house, Mrs Booth's house and Mr Clarke's house. Duplicate keys to the sheds are kept in the Year 1 class as these are used daily.

All staff wear Brimington Manor named logo ID badges when in school.

A Visitor's Book is situated in the main entrance for visitors, students and volunteers to sign in and out as a security record. All visitors wear a visitor ID sticker whilst in school.

The class register is taken using RM Integris online. An attendance grid is sent to the office each morning/ afternoon stating number in school and naming absent children. In case of emergency e.g. evacuation of the building the attendance can be accessed using wi fi online from any mobile phone or ipad. There is also a register of children that leave school during the day e.g. for medical appointments.

Children leave school as follows:

Morning & Afternoon Nursery children are collected by their 'grown up' at the Early Years side door.

Reception parents wait on the EYFS playground; Reception children are collected by their 'grown up' from the Early Years back door.

Year 1 parents wait at the back Y1 side door and the teacher will release their child to them.

Year 2 parents wait on the main playground. Year 2 children come out onto the ramp and go to their parents when they see them.

Members of staff will only release the child if the parent/guardian or another adult specified by them is there to collect them. We request that we are kept informed of any changes to collection arrangements.

The school is locked and alarmed when not in use and only named personnel have access alarm fobs and keys. A barrier is placed across the front car park whenever school is closed. 'No public right of way' signs are situated at the back and front of school; no members of the public are allowed to use the school yard as 'a cut through'.

This policy will be formally reviewed every year and amended as necessary, following governor approval.

Reviewed: September 2016

Review date: September 2017

Approved at Governor's Meeting: 14th September 2016