



# **Maesybryn Primary School**

*Ysgol Gynradd Maesybryn*

*Security Policy*

Security is a high priority at this school. The following procedures need to be applied to ensure the highest levels of security for pupils and staff.

### **Doors**

Teachers should ensure that all external doors, not opening onto yard, are locked once the pupils have been admitted to their classrooms and after school. The front entrance is also to be kept locked. Each member of staff has a key and visitors should use the doorbell provided or their own key fob.

### **Visitors**

All visitors should report to the Head Teacher or Secretary at the front entrance and sign the visitor's book. Parents who wish to take their child/children early should obtain permission from the Head Teacher or Deputy Head Teacher.

### **Gates**

The main gates are locked at 9:10 a.m. and re-opened at 3:20 p.m. They are only to be opened in the event of emergency or for vehicular access under supervision.

### **Vehicles**

No vehicles should be allowed in the children's main area during school hours unless absolutely necessary. (See statement above)

### **Collection of Pupils**

Pupils must be collected by their parents or a representative (by prior arrangements with Class Teacher or Head Teacher). Pupils who are not collected on time must remain with the Class Teacher or Head Teacher, whilst their parents or guardians are contacted.

### **Pupils of special concern**

The Head Teacher needs to be informed of any special concern regarding pupils e.g. pupils on the Child Protection Register, those who may be abducted, those who may run away and any who are subjected to care orders. Relevant teachers will be informed, in confidence, of any pupils who require special care and sensitivity.

### **Visitors causing concern**

The Head Teacher should be informed immediately of any intruder or person under the influence of drink or drugs being on the premises. Children should be shielded or moved away quietly and quickly if required. The police should be alerted if the person refuses to leave the premises.

### **Incident Book**

All incidents of vandalism/damage/threats etc. should be reported to the Head Teacher and recorded in the incident book, which is kept in the Secretary's office.

### **Injury**

The Head Teacher should be informed of any serious injury caused to a pupil or member of staff. The area should be evacuated and the emergency services alerted. First Aid will be administered until the arrival of the emergency services.

**Fire/Bomb threat**

If a fire is detected or a bomb threat received, the school should be evacuated according to the fire drill.

**Lock Down**

In the event of a specific threat to staff or pupils or upon notification from local authority officers or police, the school may need to lock down. In this instance all children will be brought to main building and all external doors will be locked. Messages will be sent by Schoop to all parents to inform them of incident and to ask for them not to attend school until further notice due to safety concerns. Only Police officers will be allowed into the school and lock down will be stopped upon the advice of the police in consultation with the Headteacher. Parents will be advised once this decision is made and counselling offered.

**Educational visits**

Pupils should be closely supervised by their teachers and adult helpers during educational visits. School should be contacted if any pupil is injured or the party is likely to be delayed e.g. coach breaks down. Parents will be informed accordingly. Any pupil requiring medical attention will be taken to a hospital by a member of staff, who will remain there until the child's parents arrive. A full list of contact numbers should be taken by the teacher in charge.

**Keys**

Nominated key holders only have possession of keys to the main external door closest to the alarm system. The Head Teacher should be informed if keys are lost so that replacement locks can be fitted. Only the Head Teacher or Caretaker should enter the school once alarms have been set at 6:00 p.m.

**Collection, storage and banking of money**

The procedures laid down by the L.E.A. are complied with regarding the collection, storage and banking of money.

**Call out**

Staff responding to a call out are advised not to enter the building unless escorted by a police officer. The school uses a council security service after 7pm.

**Lone members of staff**

The caretaker or any member of staff working alone in the building is advised to lock all outside doors. The police should be contacted if a danger is posed e.g. trespassers in the playground.

**Personal property**

Handbags and valuables should be placed out of sight for safekeeping.

**Evaluation and Review**

The effectiveness of this policy is monitored by the Head Teacher and is evaluated and reviewed annually, following consultation with staff.