

## **Safeguarding Children – Procedures for using the internal gates**

### **School Visitors Policy and Procedures - Appendix 3**

The safeguarding of all our children is paramount to the whole of the St. Andrew's CE Primary School Community. Two sets of gates were put in place in 2012 so that there would be one point of access only into school during the day – that is via Reception.

#### **Opening Times**

The main gates (pedestrian and vehicular access gates) at the front of the school remain accessible all day.

In the morning, the pedestrian access gates at Rectory Meadow and Benton Drive (Ladybird Pre-school entrance) open at 8.25 am and close at 9.00 am. They re-open at 3.05 pm until 4.30 pm.

The internal blue pedestrian gate (next to the library), opens at 8.25 am and closes at 9.00 am. It is locked during the day and re-opens at 3.05 pm until 4.30 pm (unless there are swimming lessons after school - see pool timetable). In order to access Benton Building from the main entrance, parents and children should use the path via the C&IRB and the swimming pool during these hours.

Internal blue gates have been erected across Benton drive. The pedestrian gate is only accessible for staff. The vehicular access gate is open for staff cars only until 9.00 am and is locked for the rest of the day.

KS2 children with bicycles/scooters should bring them to the front of the school either via the swimming pool path and through the blue pedestrian gate or via the front entrance and then return through the blue pedestrian gate (next to the Library).

#### **Staff access**

St. Andrew's CE Primary School staff have been issued with keys to unlock the three vehicular access gates.

The key code for the pedestrian gates is changed on a regular basis by the Caretaker. Only staff employed by the School, the C&IRB, the Kitchen staff and Swimming Pool Committee members have access to the code. On no account should the code be communicated to children.

There are two exits out of Manser – the exits via Antarctica class (Year 6 cloakroom) and via Asia class (Year 5 cloakroom). These doors should remain shut at all times. Music teachers, volunteers should access Benton via this route unless the hall is in use. In this case they will be given the code or will be accompanied via an alternative route by a member of staff.

Children arriving for assembly from Benton should enter the building via Year 5 or Year 6.

Deliveries to the kitchen – The kitchen staff should receive a phone call from the driver and meet the driver at the gate. The delivery will be walked down the drive and the kitchen staff will accompany the driver and delivery.

If no kitchen staff are available to receive the delivery, the driver will be asked to return at another time.

All visitors attending the C&IRB should sign in at Reception and the Office Administrator will phone the C&IRB. A member of staff from the Base will meet the visitor at the gate.

Parents taking children to appointments etc. will need to sign the Pupil Book in Reception. The Administrator will phone Benton and a member of staff will accompany the child to Reception via the Year 6 access route.

No children should be in the school car park during the day.

**The speed limit on the school campus is 5 miles per hour.**

Parking

Only St. Andrew's School staff, C&IRB staff, Kitchen staff and two Ladybird staff are permitted to park on the site.

Parents, volunteers etc. must park in the exterior car park, outside the surgery.

**Dated: May 2024**

**Review Date: May 2025**

**Signed: ..... (Chair of Governors)**

**Signed: .....**