

**ST. EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL**

**A High Performing Specialist Technology and Music College with Leading Edge status**

**SITE SECURITY AND VISITORS POLICY**

**JANUARY 2015**

**Mission Statement:**

*Prepare the way of the Lord*

**Education -**

**Dignity** – To respect the value and work of ourselves and others as children of God (Genesis 1:17) – Created in the image of God).

**Mission** – To let God be known through word and actions (Mt 7:12 – “Do for others, what you want them to do for you”).

**Understanding** – To respond to the needs of others (Mt 7:7 – “Ask, and you will receive; seek and you will find; knock, and the door will be opened to you”).

**Nurture** – To allow all to grow to full potential (John 15:5 – “I am the vine and you are the branches. Those who remain in me, and I in them, will bear much fruit”).

**Discipleship** – To follow Christ in Faith, Hope and Love. (Mk 1:16 “Follow Me”).

**Rationale:**

It is the responsibility of the school to ensure the safety of all pupils and staff. During any school day there are many people who visit the school on legitimate business and in order to communicate with staff and pupils. It is essential that there are procedures in place to ensure that it is known who is on the premises at any time. Similarly, all reasonable steps must be taken to make certain that unwanted visitors are deterred.

**Visitor Procedures:**

**All** visitors **must** report to the Main Reception in the first instance. They will be required to sign in using the INVENTORY software module. A badge is produced for **all** visitors regardless of duration of visit.

Those visitors who have an appointment with a member of staff must remain in the waiting area until collected. They must remain under the supervision of the staff member until they sign out and leave the premises.

Regular visitors who have been confirmed as DBS cleared should sign in as normal, however providing they are already wearing an acceptable form of photographic identification do not require an additional badge.

“Regular” is defined as more than TWO visits in any MONTH.

All contractors visiting the site must consult the Asbestos Register and fill it in appropriately.

Visitors arriving after Main Reception has closed must still sign in as normal using the INVENTORY module. They will not be issued with badges however a record will be maintained for future reference if required. Visitors must remain under staff supervision whilst they remain on the premises and are requested to sign out as they leave.

### **Special Events:**

On certain occasions it will not be feasible for all visitors to the school to sign in using the INVENTORY module. Such occasions include Open Evenings, Parents' Evenings, School Productions, Old Folks' Party, Community Liturgies, Guidance evenings etc. On most of these occasions our visitors will move directly to the Main Hall where they will remain throughout the duration of the event. If they have access to other parts of the school this will only be under the supervision of responsible members of staff.

### **School Holiday Periods:**

During holiday periods staff and pupils visiting school must sign in and out at Main Reception using the INVENTORY module. School will only be open to such visitors from 9.00 a.m. to 3.00 p.m. All entrances to the school must be locked during holidays other than the front door or any access points required by contractors. Such access points must only be unlocked for the minimum time period.

If Extended Schools activities are scheduled or lettings are taking place, then the organisers are responsible for operating their own registration procedures for all those attending. The organisers must sign in at the Main Reception for recording purposes. If the P.E. entrance is required during any of these activities then that entrance may be unlocked but the digi-lock must be utilised to prevent any unauthorised entrance.

### **Locking of the Premises:**

Only the minimum number of entrances should be unlocked on any given day.

Entrance to the school via the P.E. and Music areas will be through doors secured by digi-locks. These locks are security coded and must be kept fully operational. These entrance doors must remain closed throughout the day.

Pupils remaining after 3.15 p.m. must be supervised by staff at all times.

All pupils must leave the school premises by 5.00 p.m. unless they are involved in specific activities which have been authorised by the Headteacher e.g. involvement in Sporting Fixtures, School Productions, Open Evenings, Parents' Evenings, etc.

If any member of staff requires access to the school site after 5.30 p.m. Monday to Thursday or after 4.45 p.m. on Friday they must inform the Site Maintenance Staff and arrange a procedure that ensures the continuing security of the school.

Gates in the perimeter fencing adjacent to St. Oswald's Road and Warrington Road are to be locked from 9.00am to 3.00 p.m. and again at 3.45 p.m.

All external doors are secured by Best locks. Only the Premises Manager and SMAs have keys to these locks. No other members of staff are to be issued with these keys.

**Insecure Areas:**

Due to the nature of the school site and the requirements of secondary education it is impossible to fully secure the site from inappropriate intrusion throughout the school day. In order to alleviate the problem of unwelcome visitors CCTV cameras are to be utilised to cover any possible entrance points that cannot be secured e.g. across the playing fields from the motorway bridge.

Also, a culture of politely requesting any visitors not wearing official badges or who are unaccompanied by staff members to report to Main Reception is to be encouraged.

Date policy accepted:.....

Signed by

Chair of Finance and Buildings Committee:.....