



St Thomas CE School School Security Policy

St Thomas CE School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

This policy encompasses many of the other policies in the school that relate to keeping children and adults safe. All parents applying for places at this school will be informed of our safeguarding responsibilities and the existence of this policy and other policies.

Appointments.

The school has an open door policy and parents are invited to take a full part in the life of the school. The Head Teacher and teachers are happy to see parents at the beginning of the day and at the end of the day for a few minutes. If parents need to discuss any issues for longer then they must arrange an appointment through the School's Administrator.

Access to School during the school day.

Access to the school will be through the main front door. All parents and visitors must report to the front office and sign in or explain their business.

No parent or adult will be allowed beyond the security door into the main school. Those working as visitors within the school must wear a badge and not be allowed unaccompanied.

Dropping off equipment, clothing and packed lunches.

On entering the building parents and visitors must sign the visitors book and if unknown to the school or are not parents must wear a visitors badge.

If parents/guardians are dropping off equipment, packed lunches or clothing for their child they must report to the office and hand over the equipment, clothing or lunch box to the Administrator or Head teacher. This will be passed on straight away to the class teacher.

Collecting children for appointments.

If a parent/guardian is coming to collect their child for an appointment they must report to the school office and a member of the school staff will bring their child to them. If children are returning to school after an appointment they must report with their child to the school office. Children must be signed in and out of the building.

Parents/guardians and visitors in school.

Parents/guardians are not permitted to enter the classrooms once the school day has begun and must report to the school office,

Parents/guardians are not permitted to enter the campus once the school day has begun and must report to the school office.

Helpers in school

If volunteer helpers are working with children 1-1 without a member of staff present must be DBS checked. Helpers are not permitted to enter the changing rooms at the NSC unless they are DBS checked for the school.

Helpers must comply to the confidentiality policy held by the school and this extends posting on public media about the school community. (See Parent Helper agreement).

Evacuation procedures in the event of a fire or breach of security

In the event of a fire or breach in security the children will be evacuated immediately and taken to a place of safety that has been written into the school's emergency plan.

In all rooms in the school clear instructions are given if evacuation is needed. (fire drill instructions). The fire alarm would be set off and the children would follow the normal procedures of a fire drill. All staff and children in the school are aware of the procedures of the fire drill.

If children and staff had to be allocated in another building then as laid down in the emergency plan for the school, measures would be taken by staff to ensure the children were comfortable, ensuring they have food and water and can use a toilet if needs be. Parents would be informed immediately of any such actions and information shared would be in accordance with the Police and DESC advise and policy.

Mr C Kirk - Head teacher