



Hawkinge Primary School Site Security Policy

Hawkinge Primary School provides a secure site, which is controlled by rules and routines. However, the site is only as secure as the people who use it. All people on site, whether staff, visitors or volunteers, have to adhere to the rules which govern the security of the site. Laxity can cause problems with safeguarding.

Therefore:

- All gates, other than the main entrance gate, should be locked except at the start and end of each day; The gates to the car park will be locked before 9:10am in the morning and unlocked at 2:45pm in the afternoon to allow a safe flow of cars into the car park
- All gates other than the main entrance gate should be bolted throughout the school day;
- The school is fitted with security doors which should be closed at all times to prevent intrusion but also facilitate smooth exits. Pupils know the code to the doors leading out onto the car park. This is permitted because the children should be able to move in and out of the school building without hindrance, they are not in any danger as the car park gates remain locked all day
- Visitors, volunteers and students must only enter through the School Office and are required to sign in at the office. They must wear a visitors badge however long or short their visit may be.
- When a child is collected by an adult, that child will only be allowed home with adults having parental responsibility or confirmed permission;
- Empty classrooms should have closed windows;
- Children are never allowed to leave school alone during school hours and, if collected by an adult, must be signed out. Should a child leave the school premises without permission then staff have been informed never to chase after the child, but rather to report immediately to the office. The parents and police will then be informed of the circumstances;
- If children attend after school clubs on site parents should wait outside the 'Car Park Doors' or classroom doors to collect their child.
- A security risk assessment of the site is to be carried out annually

We have an open door policy in school, and welcome parents into the school if they are on their way to see their child's teacher or collect something from the cloak room. Please do not be offended if you are challenged by an adult in the school as we are working to secure all pupils safety.