



Pear Tree Primary School incorporating Pips Before and After School Club

Security

COVID VARIATION

The Governing Body and Trustees are committed to securing the safety and well being of pupils, employees and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.

This document sets out to:

- provide the necessary information and support for staff
- provide information about duties and responsibilities
- emphasise the importance of security in school by making an assessment of risks

The school is a secure unit. There is substantial fencing all around the perimeter of the school grounds in which there are a number of gates, all kept locked. These gates are as follows:

There are two gates at the front of the school that lead directly onto the front car park. These gates are used for kitchen deliveries, staff and other deliveries and services to enter and exit the site and for coaches to pick up and drop off pupils. The gates are also used for entry and exiting of parents and children arriving and departing the site and those using The Pips Club; before school and after school provision.

These are shut and locked each night and one set is unlocked at 7.30a.m. by the site manager or Pips staff. These are open with staff at the gate entrances as pupils arrive each morning during 8.35 until 9.05a.m. when pupils have all arrived. The gates are then all locked around the site to reduce access to the school and act as one of the school's COVID mitigations. They are used by

the Grounds Maintenance Contractor who holds keys. All contractors sign in before entering the site.

A further double gate leads onto the school field itself. This is kept locked except between 8.30a.m. and 9.00a.m. when it is opened. It is opened again by a member of the office staff at 3.00p.m. and locked again by office staff at 3.25p.m. after the last child has left the site at the end of the school day (except those attending Pips).. The Grounds Maintenance Contractor has a key for this too and there is another in the site manager's room. An additional side gate also leads from the carpark/forward area of the school directly onto the playground and is situated adjacent to the kitchen. This is opened and closed as the other front gates are.

There is additional pedestrian gate that leads directly onto the playground leading from the housing estate footpath. This is opened each morning at 8.30a.m. locked at 9.00a.m. by the site manager or class teachers and then reopened by staff at 3.00p.m. and locked by staff at 3.30p.m.

The children enter and exit from school by means of a footpath. This leads to a gate in the school fence which is opened by the site manager at 8.35 am each morning and closed at 9.05 am by the site manager or staff. At the end of the school day the same gate is opened by a member of the school staff at 3 pm It is locked by the teacher on duty at 3.30 pm. Any child who has not been collected for home by this time is brought to the main entrance hall to wait there.

The key to this gate is kept in the school office, the site manager, the headteacher, senior teachers and the Pips Club manager also have one.

The only entrance to the school building during the day is by way of the main entrance door. This door has a manually/remote operated combination lock known only to staff of the school.

No child is allowed to leave school unaccompanied at the end of the school day unless written confirmation has been received. Children are handed over to parents and carers at the end of the day or collected by club or after school care providers unless written permission has been given by parents that they can walk home alone. Staff oversee the playground at the end of the day.

No child is allowed to leave the school at any time unless personally collected by a parent or named adult. In the case of the latter, parents must contact the school personally to give permission for their child to be collected by someone else or write a signed note in their child's homework book / planner.

The children's entrance door is locked during the day.

After school clubs

Parents must use the front entrance and all children are returned at the end of clubs directly to parents/carers or Pips club unless we have clear notification from parents that they are to walk home unaccompanied.

There are telephones in the main office, School Business Manager's office, Head and Deputies offices, site manager's office and in the kitchen. In addition the Pips club staff have a mobile phone.

All visitors sign in at the main entrance when they arrive in school. This book is kept in the main office.

If children leave school during the school day for any reason (e.g. hospital/ medical appointment or ballet /music examination) the parent or supervising adult will be asked to sign their child out and then back again if necessary.

REVIEWED – AUTUMN 2021

REVIEW – AUTUMN 2024 OR BEFORE IF REQUIRED