

Carrdus School

Access to School Site Policy

Rationale

The school is situated in 12 acres of grounds and is housed in the main building. Additional areas include a Swimming Pool, Forest School, Sports Hall and an Art Room. Security of the site depends on some general procedures combined with vigilance on the part of all members of the community.

During the school day all visitors are required to report to the school office. They will be signed in and given a visitor's badge which they are expected to wear at all times and to return when they sign out.

Visitors will be met by a member of staff and will remain under staff supervision at all times. They will not be left alone with any child at any time.

All doors to the main building and sports hall are locked and can only be opened with a code which is changed frequently, normally every half term.

Staff and pupils are reminded every term, of the need to make sure that all doors are kept locked and that the code is not revealed to anyone who does not need to have it including members of the school and visitors. They are reminded not to let visitors in but to direct them to the appropriate entry point.

The site is secured by an on-site maintenance member of staff who lives in the Coach House at the school entrance and who secures the site including the locking of the main gate each night in term time.

CCTV operates in certain areas.

Staff and pupils are required to report anything or anyone suspicious to a member of staff at once.

Children must never approach suspicious or unknown people on the site.

There is 08:00 – 17:30 cover from SMT.