



# JOHN EMMERSON BATTY PRIMARY SCHOOL SITE SECURITY AND VISITORS POLIY



## 1.1 SECURITY

- 1.2 All adults in school have responsibility for ensuring security of school premises. Where a member of staff is not aware of an individual's identity and or purpose, then staff should challenge the individual to explain their reason for being on site.
- 1.3 All adults have a responsibility to ensure doors to the school building are kept closed. Except at the start and close of school, all access should be through the main entrance. Staff should be careful not to disclose the code number for the main entrance door.
- 1.4 Children are to be taught that they must not open doors to the building without specific instructions to do so by a member of staff.
- 1.5 During playtime the school gates will be locked by staff to ensure all visitors to the school grounds are monitored. Staff should unlock these gates at the end of play.
- 1.6 In exceptional circumstances (E.g. very hot weather), where classroom doors are left open, the gates to the school grounds must be locked.

## 2.0 VISITORS

- 2.1 All visitors to school will need to sign in using the electronic registration system, have their identity checked and be issued with a visitor's label. Any adult in school not wearing a John E. Batty visitors label must be challenged by school staff.
- 2.2 Where parents or carers visit school to collect (or return) their child during the school day, they must sign the Parents' and Carers' Signing In and Out Book.

## 3.0 STAFF IDENTITY BADGES

- 3.1 All staff have an ID badge. Staff must wear this badge in school at all times. During events where members of the public enter the school (E.g. School Fayres etc.) all staff must wear their security badge for easy reference by all.

**Policy agreed by the governing body on: 05/10/23**

**Signed:**