

RIVERSIDE PRIMARY SCHOOL



D. GATE and DOOR Policy

Approved/Reviewed by (name/group)	Governing Body
Date approved	17.1.17
Policy Responsibility - staff	Executive Headteacher
Policy Responsibility - Governance	Governing Body
Website	✓

GATE AND DOOR POLICY

Access Controlled Gates and Secure Doors

Aim

- To endeavour to make the school site as secure as possible for staff and pupils during the school day and after school activities.

Objectives

- To control access to the site during school hours
- To ensure that during school hours all visitors/contractors enter the site via Main Reception, where their visit will be logged and they will be issued with a badge clearly identifying them.
- To restrict visitors to specific areas of the school unless they are accompanied by a member of staff.

Administration of the scheme

Entrances to the site/building

- All visitors enter the site through the blue pedestrian gate and are then allowed into the building through reception via a bell system
- To exit the building/site, visitors are allowed out through the reception exit doors via a release system controlled by staff in reception. Exit doors that lead to exit routes beyond the secure site are controlled by fob release system. All staff have fobs.

Locking/Unlocking of Entrances

The Main Entrance gates are opened by the Premises Manager 7a.m Monday to Friday and locked following any evening lettings each day by 9.00p.m.

Entrance for staff at start/end of school day: Monday to Friday – either via the playground to the car park or out of the reception door and then through the blue pedestrian gate.

Large blue gates are open by 8.00a.m and then closed by 9.00a.m following pupils being in school. These gates are locked during the day. Access to the site is by a pedestrian gate with a slide lock fitted at a high level. Signs are fitted requesting this gate be kept closed at all times while pupils in school.

Small gate in front of Lawn building kept locked during the day – closed by 9.15a.m.

Secure 'fobs' linked to the secure doors within the school and secure external gates are only issued to staff and those on long term student placements.

Entrance to the site

- Visitors/Contractors are required to sign the visitors log in Reception and are issued with a badge. They sign out upon leaving.
- Kitchen deliveries are made direct to the kitchen area. No kitchen deliveries between 11.45a.m and 1.00p.m.

School times

- Secure doors open 8.35a.m to 8.45a.m. Pupils arriving after 8.45a.m are classed as late
- Secure doors open on leaving at 15.00p.m to 15.20p.m
- Closed again thereafter on 'fobbed system'.

Implications for pupils

Late arrivals:

Parents bringing children late report to Reception through bell system.

Lunch and break arrangements

Staff and mid day supervisors monitor as appropriate.

Emergencies

The Police need a Premises Officer/key holder to gain access. Fire & Ambulance services when called will be notified to Reception/Premises staff to gain access.

Visitors to the site

All visitors should report to Main Reception where they will be issued with a visitor badge.

They should then wait in the Reception for collection, as necessary.

Evening usage

During the evening the school is used by the Air Training Corps (ATC) for activities, and lettings by sports groups. The pool is also hired out for use after school by external groups. These groups receive fire/evacuation procedures. There are two premises officers on duty during the evening for the early part of the evening and they are responsible for security. In all cases, any concerns regarding security should be reported to one of the premises officers.

Weekend usage

The pool is hired out at weekends and opening/closing of the site is dealt with by the Premises officers.