



**ST BERNARD'S
PREPARATORY SCHOOL
EARLY YEARS DEPARTMENT**

SECURITY POLICY

LENT 2018

St Bernard's Preparatory School

EYFS SECURITY POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Aim

In line with the statutory framework for the EYFS, it is essential that the security measures are in place and reinforced at all times. Access to the building should be closely monitored and appropriate procedures in place to ensure the safety and well-being of the children at all times.

The EYFS Department is self-contained and is used solely for the care of children.

The children do not have access to individuals who are not involved in the direct care of children (delivery workers, refuse collectors etc.)

Visitors and work experience students are never left alone with children and will always be supervised. Work experience students are made aware of all security procedures.

In order to maintain the safety and well-being of the children the following procedures are put into place.

Role of the Practitioner:

- Room doors are shut securely when entering and exiting a room- handles are raised, doors leading to other areas of the school have a double handled system in place.
- The gate that leads onto the school playground is bolted; this is checked at the start of each playtime as part of our outside risk assessment.
- External doors that lead to the outdoor area are closed if a room is left vacant.
- All visitors are asked to sign in on arrival and to sign out when departing. All visitors must wear a Visitors Badge.
- The main front door can only be opened from the inside, glass windows in the School Office enable staff to check the caller's identity before opening the door. A notice is placed on the inside of the door requesting that the door is only to be opened by a member of staff. All visitors must report to the School Office including parents.
- The school site can only be accessed via the school gates. Visitors cannot gain access until they have been permitted entry by the School Office staff. CCTV cameras show constant images of the schools gate, front door and around the perimeter of the building. These can be viewed constantly in the School Office and in the Bursar's Office.
- A member of staff monitors all visitors, as well as recording anything that causes them concern (an example of this would be a car parked outside for a period of time, in this case the car's number plate would be

recorded and the car would be closely monitored) Any incidents would be recorded in the incident book and School office informed.

- If a caller arrives at the door and is unfamiliar to staff they will request that the visitor remain outside until their identity can be clarified. Identity badges will be checked and clarification of the caller's identity and appointment will be requested.
- If a person arrives at St Bernard's Preparatory School to collect a child and we have not been informed of the change, the child's parents will be contacted to gain authority for the child to leave. This conversation will be documented. (see associated policies for collection procedures)

Applies to:

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related policies:

Safeguarding Portfolio, Health and Safety

Availability:

This Policy is available to parents on the website www.stbernardsprep.org or a copy can be requested from the school office.

Monitoring and Review

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____