

SAFETY FIRST

Kings' Forest School

Creating a safe environment

Rationale

We aim to provide as many opportunities as possible for children to be independent around the school building. If the building is completely safe, then children can move around freely. In order for the building to be safe, we must ensure that everyone entering it is accountable both for security reasons and in case of fire or emergency.

We welcome parents in school and we appreciate the help that parents offer with reading and other activities. In this changing world however, we know that parents want to feel that their children are safe in school. Kings' Forest Primary School will be a big school. There is the potential for a very large number of adults to be in the building during various times of the day. Whilst most or all of these adults are parents/carers, we must ensure that we know for certain who is on the premises and for what reason.

There is an opportunity, in the formation of a new school, to put policies for security into practice.

These procedures are particularly pertinent to the new school building as there are so many doors. **However, it will apply from September so that children develop a routine.**

The staff and governors have agreed that:-

- ✓ The site will be secure during the school day. The main gates will be locked and vehicle access will be limited mostly to those delivering food supplies and collecting waste materials.
- ✓ All visitors must report to the school office on arrival. They will sign into a visitors' book, be provided with a pass which must be clearly

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displayed, and sign out when they leave. This includes adult helpers, work experience pupils and teacher trainees

- ✓ The front door and all exterior doors will be locked from 9am and children are not permitted to open them without an adult's permission. Please note that locks are in keeping with all fire precautions and doors can be easily opened from the inside. Fire exit doors are kept open at all times.
- ✓ No adult will enter the school through a child's door. Children may enter their classroom via an external door from 8.45am onwards. The school day begins at 8.55am. Children will be returned to the playground at the end of the day (3.15pm). Teaching staff will be available then for parents to meet informally.
- ✓ Any parent/carer wishing to discuss an issue in more depth should arrange a time with the teacher and enter the school via the Reception desk.
- ✓ Parents wishing to enter the building to make payments, or speak with the school secretarial staff, should go via the Reception desk.

RECEPTION CHILDREN

Parents with children in the first few weeks of starting school in the Reception class will have the opportunity to stay for a few minutes with their children to settle them in until the children start full time.

All children arriving after 9am should go via the Reception desk and sign the late book.

Please see this Policy as a positive way of looking after your children. This is an opportunity to put safe practices into place and we hope that you will support us.

This policy is in line with a legal document issued by the DfES entitled 'Every Child Matters' and is part of the section entitled 'Keeping children safe'