



Bradshaw Hall Primary School

Bradshaw Hall Primary School
Vernon Close,
Cheadle Hulme,
SK8 6AN

Date Reviewed:	Autumn 2023
Date Ratified & Adopted by the Governing Board:	Autumn 2023
Signed - Head Teacher	
Signed - Chair of Governing Board	
Next Review:	Autumn 2024
Comments:	Adapted & Adopted from Local Authority model policy Spring 2018 Updated Autumn 2023

SITE SECURITY STATEMENT

BRADSHAW HALL SCHOOL

Site Management and Site Safety Statement 2023-24

FOLLOWING THE COVID 19 PANDEMIC SCHOOL HAS RETAINED SOME ASPECTS OF THE SECURITY ARRANGEMENTS

Children will enter and leave school through one of three gates, dedicated to their year group at the time detailed below. Gate are numbered 1-3 across the front of school, 1 being the main entrance to school:

Morning - 08.40

Nursery, Reception
and Year 3, 4, 5 & 6

Afternoon - 15.15

Gate 3

Normal - pedestrian entrance

Year 2 classes

Gate 2

Central school gate

Morning - 08.20

Class 7 SW
taxi/car

Afternoon - 14.50

Gate 1 (via pedestrian gate) Main school entrance via

Pedestrian gate will be opened by staff from the SPLC at 08.20 and secured at 08.40 and will be unlocked by staff from the SPLC at 14.45 to allow departure of the children and locked at 14.55

Members of SLT will be available at each gate in the morning & afternoon to support teaching staff whilst they receive and deliver children in their class and to maintain protocols of social distancing and hand-hygiene are maintained. All children will receive hand sanitiser on entry through the gate unless there is a medical reason in which case they will wash their hands on entering their classroom.

Parents will follow the procedures for entry and exit as communicated through the September newsletter.

Vehicle access will be restricted from 08.35 until 09.10 and 15.10 until 15.30 with parents and cares requested not to use the main entrance and car park.

All entrance gates will be locked during the day by the site staff with the exception of Gate 1 – main entrance. Access to school will be via the main automatic pedestrian doors at the front of school into the reception area. Access to the main school, via the security doors, will only be permitted to visitors who satisfy the entry criteria and have signed in via the electronic registration system and been provided with a badge by a member of the administration team. All visitors must sign in and out through the system.

Gate No 3 will be opened at lunchtime on a Wednesday to facilitate the change-over of the Nursery children, the gate will then be locked. The key for this gate is on the hook to the left of the door leading out adjacent to the last year 1 classroom

All perimeter gates except the car park are locked at all times during the normal school day unless authorised personnel require access to the school grounds for maintenance. Members of the administration team will ensure the gates are opened and locked in the absence of the Site Supervisor and caretaker.

Parents trying to gain access to school, not via the office, should be challenged.

All staff are encouraged to challenge any adult that enters school without entering via the front entrance or without a visitor's badge. Children are made aware of this also.

- **All Year 1, 2 & 3 staff should ensure that the external gates at each end of the area at the front of school used by these classes are locked by the caretaker before opening their double doors to the learning area. There should be an adult supervising the children outside at all times (with the exception possibly of children involved in the sand area immediately outside the classroom.**
- **The external gates will be unlocked at 3.00pm - all children should be inside classrooms and the classroom doors locked by the end of after school break 2.30pm**
- **Caretaking staff should ensure that all visitors have left the school grounds before securing the school gates at the start of the day**
- **Caretaking staff should ensure that all children/classes are clear of the playground areas before opening the school gates at the end of the day and at any other times where visitors are permitted on site during the day e.g. sports days**

The gates are to be secured at 09.00 by the site staff. The only entrance into school during the school day is via the front entrance. The Site Supervisor walks the site and checks the front of school gates and then unlocks the toilets at 09.15 after all gates are secure.

14.40 – Pedestrian gate will be opened by SPLC staff to release children to parents and carers

15.00 - At the end of the day, the outside toilets doors are locked

15.10 - External gates 2 & 3 are unlocked in readiness for the end of school

The Before & After School provision will use the Fire Door in the main hall for entry at drop-off from 07.30. They will use the main entrance door for the Speech & Language Centre for collection at the end of the day/session with communication via an intercom system. All other gates and doors will be secured.

The exit door for the Speech and Language Centre is a vulnerable area. Due to this, staff should be aware of any child not present when working in the Rainbow Room.

The garage (adjacent to Nursery) is locked at all times.

All staff are aware of the emergency evacuation procedures and point of assembly

Key staff are aware of the '*Critical Incident Plan*' and their particular responsibilities

All staff are aware of the school '*Lock-Down*' procedure in case of a situation. This will be practiced via a termly drill arranged by the Headteacher and the HSW coordinator. 'Blue Call points' were added in 2022 to strategic positions in school for quick activation to alert the whole school

The Headteacher & the site management team will walk around the school site at least once a week

Fire alarm testing is sounded each week and recorded. A termly fire drill will be undertaken and recorded, arranged by the Headteacher and the HSW coordinator

The office should be notified immediately if any adult, not recognisable as a member of the school community, is on the school grounds. In the event of a critical incident requiring Lock-Down, the Headteacher will enact the procedure, activate the alarm and inform the relevant authority - (e.g. Police, Environmental Health, Utilities or SMBC)

All visitors will sign-in and be given an ID badge at reception with the engaging member of staff being called to meet the visitor. Visitors will sign-out on leaving the building

All regular adult volunteers will complete the Adult Volunteer Agreement and have signed-off prior to commencement of their role

All bins will be emptied regularly with the rubbish deposited in the outdoor bin-skips

Windows will be secured and lights switched off when not in use and at the end of the day. Movement sensors were added 2022

The heating system will be programmed to ensure that the system is not compromised during cold or inclement weather ensure its integrity at all times including during holiday closure

Buildings and Site Security

The site and grounds will be maintained to a standard as to ensure safe passage and legal use of the facilities

Any person wishing to working in the school alone will have authorisation from the Headteacher and the Health & Safety Coordinator prior to any arrangements being made. In any situation the Lone Working Procedure will be followed (se H&S Policy)

The building will be secured and checked at the end each day by the responsible member of staff on duty, ensuring that all doors and windows are secured and will also set the alarm on leaving the building

Any member of staff attending the building out of hours must inform a senior member of staff prior to arrival with the building secured as above on exit

Filming or taking of photographs of the school site or buildings without prior permission from the Headteacher or their representative is not permitted

Use & hiring of the school facilities will be in accordance with the School Lettings Policy

The school buildings are protected by 24-hour monitored by SMBC Central Control Services 24 hours a day. Any alarms will be notified to or from central control

Any unauthorised access or abuse of the school buildings or grounds at any time or any contra-action of the above, will be reported to the Police