



Bradshaw Hall Primary School

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

Date Reviewed:	Autumn 2021
Date Ratified & Adopted by the Governing Board:	Autumn 2018
Signed - Head Teacher	
Signed - Chair of Governing Board	
Next Review:	Autumn 2022
Comments:	Adapted & Adopted from Local Authority model policy Spring 2018

SITE SECURITY STATEMENT

BRADSHAW HALL SCHOOL

Site Management and Site Safety Statement 2021-22

COVID 19 CONDITIONS

During the period of COVID 19 guidance from central Government, the following procedures will be in place and reviewed as required to comply with any future changes announced by Government

Children will enter and leave school through one of four gates, dedicated to their year group at the time detailed below. Gate are numbered 1-4 across the front of school, 1 being the main entrance to school:

MORNING - 08.45

Nursery & Reception

Year 2 classes

Year 4 classes

Year 6 classes

Afternoon - 15.15

Gate 3 Normal pedestrian entrance

Gate 2 Central school gate

Gate 4 New gate near cycle store

Gate 1 Main school entrance

Morning - 08.50

Year 1 classes

Year 3 classes

Year 5 classes

Afternoon - 15.25

Gate 3 Normal pedestrian entrance

Gate 4 New gate near cycle store

Gate 1 Main school entrance

Morning 08.30

Monkey Puzzle class

Afternoon - 14.50

Gate 1 Main school entrance

Years 3&4 will access school via the double gates leading onto the adjacent school field and travel via the new footpath to the gate created adjacent to the cycle store.

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 prevented by closing the car park gates at 08.35 until 09.10 and 15.10 until 15.40 to allow years 5 & 6 to access/exit their classrooms via the car park area gates.

All entrance gates will be locked (except gate 1) during the day by staff

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. Mrs Lee, Mrs Carrington or Mrs Holt will ensure the gate is opened and locked, if the Site Supervisor is not on site.

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**

The entrance by Nursery is locked. The only entrance into school is via the front entrance. Site Supervisor walks and checks the front of school enters the front entrance and unlocks the toilets after all gates are secure. Toilets are unlocked at 09.30.

At the end of the day the outside toilets doors are locked at 14.45. The external gates 1-4 are unlocked at the times stated above in readiness for the end of school

The pedestrian gate adjacent to the Speech & Language Centre & the storage containers will be locked by the year 5 staff after the year 5 children have been escorted out of school.

The before & after school provision will use the main entrance door for the Speech & Language Centre for drop-off & collection 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

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 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 bins will be emptied with the rubbish deposited in the outdoor bin-skips. Windows will be secured and lights switched off

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

The building will be secured and checked at the end each day by the responsible member of staff on duty, who will also set the alarm on leaving the building