

Ysgol Aberconwy



Site Access & Security **Policy**

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THIS POLICY HAS BEEN APPROVED BY THE FULL GOVERNING BODY

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YSGOL ABERCONWY

SITE ACCESS & SECURITY POLICY

This Policy should be considered in conjunction with the Health and Safety Policy

Contents

1. Introduction
2. Organisation
 - Responsibilities
 - Consultation
3. Arrangements
 - Identification of Staff
 - Control of Visitors
 - Control of Contractors
 - Training
 - Supervision
 - Additional Supervision
 - Registration Procedures
 - Trips and Visits
 - After School Activities
 - After school events
 - School Keys

1.0 INTRODUCTION

Ysgol Aberconwy fully recognizes the importance of maintaining a high level of personal security to protect and support pupils and Staff within the school as well as reducing the potential for theft and vandalism.

The aim of this policy is to support the safeguarding of our pupils and the well-being of our Staff, by ensuring that the school site is a secure and safe environment.

This policy sets out the measures to be adopted to ensure, so far as is reasonably practicable, that pupils, employees and visitors are protected from risks to their Health and Safety.

2.0 ORGANISATION

2.1 Responsibilities

Management responsibility for School security is shared between the Governing Body, the Head Teacher the Business Manager for the School, and the Schools PFI partner, Sodexo.

The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Headteacher. The following employees have responsibilities for ensuring the security of the School site.

Security measure	Responsible Person	Specific Duties
Perimeter fencing School gates Burglar and Fire Alarm Systems School entry and access points CCTV	Duty Caretakers and Sodexo Site Manager Reception Staff Business Manager	1. Regular inspections 2. Maintenance and repairs 3. Surveillance and monitoring 4. Upgrading security as necessary
Control of visitors : Parents/Carers Guests/Speakers Volunteers	8.00 am – 4.00 pm Monday-Friday term time School Reception Staff	1. Sign in / sign out 2. Control of visitor passes 3. See Appendix A – Access control
Control of contractors	Duty Caretakers and Sodexo site manager Business Manager for school appointed contractors Contractors will only be on site during term time if it's unavoidable, for example, essential maintenance	1. Check credentials of contractors prior to appointment 2. Brief contractors on School Security requirements and Site Safety arrangements during Contractor site induction prior to commencing any works 3. Day-to-day supervision of contractors on site

Building security risk assessments	Duty Caretakers Business Manager	Regular assessment of requirements, Staff training and systems maintenance
Emergency procedures	<u>Fire</u> School Fire Officers, SLT & Sodexo <u>Critical Incident</u> Leadership Team & Sodexo <u>First Aid / Accidents</u> Emergency first aid Staff	1. Duties and responsibilities in accordance with School's Fire Evacuation procedure. 2. Critical Incident - Refer to Critical Incident policy 3. Immediate treatment of injuries or illnesses prior to the arrival of emergency services to reduce effects of injury and speed recovery.

2.1 Consultation

There will be the opportunity to discuss security arrangements regularly as follows:

Method	Frequency
Full Governor meetings	Termly
Senior Leadership Team meetings	Weekly
Staff Briefings	Weekly
Health & Safety committee	Termly
Health and Safety Line management meetings	Fortnightly

3.0 ARRANGEMENTS

The School has implemented the following arrangements to ensure, as far as reasonably practicable, that pupils, employees and visitors are protected from risks to their Health and Safety:

3.1 Identification of Staff

All employees of Ysgol Aberconwy have an Ysgol Aberconwy identification badge, this will be worn by Staff in a prominent position at all times.

Sodexo Staff have a Sodexo uniform and/or a Sodexo identification badge which is worn by Staff in a prominent position at all times. Contractors have a visitors badge.

3.2 Control of Visitors

The school has an expectation that visitors to the school will, whenever possible, contact the school prior to their visit to make appropriate arrangements. However the school does recognize that this will not always be possible.

All visitors will be directed to the main school reception where they will be asked to sign a register and be issued with a school visitor's pass which they must wear at all times.

They will also be issued with guidance of action to take should they have a safeguarding concern about any pupils within the school, or in the event of a fire.

The receptionist will then contact the individual within school who is to be responsible for the visitor, who will collect them from Reception.

On completion of their business, visitors should be escorted back to the main Reception so that they can sign out and be accounted for; visitors will then be directed off the site through the main entrance.

Visitors are not permitted to roam the school unescorted.

All Staff will challenge visitors to the school if they are not wearing a recognized identification badge i.e. Ysgol Aberconwy / Sodexo identification badge or Ysgol Aberconwy Visitors badge. Staff will accompany the visitor to Reception so that they can sign in.

3.3 Control of Contractors

Contractors attending the school during occupied hours can be either the responsibility of Sodexo or that of the school.

Contractors attending on behalf of the Sodexo should already be wearing a suitable Sodexo issued identification badge which indicates that they have already been signed-in by Sodexo and will have received instruction and information relating to site specific rules.

Upon arrival at Reception they must be directed to contact the Duty caretaker who will collect the contractor and from then on be responsible for their on-site supervision.

Contractors attending on behalf of the school will do so ordinarily by way of having a fixed appointment previously arranged with the Business Manager. Wherever possible a note of their expected attendance will be recorded within the appointments diary kept at Reception.

Contractors will be required to sign in at Reception entering their individual details within the Visitors system and will then be issued with a numbered visitor's badge which is to be worn at all times.

Contractors will be issued with relevant safety information including the action to be taken in the event of activation of the fire alarm as well as being provided with general site rules.

Reception Staff will contact the Business Manager to arrange for the collection of the visitor. The supervision of the contractor during the period of time that they remain on site will then become the responsibility of the person who has arranged the appointment.

Upon completion of their work or appointment the contractor must be escorted to Reception where they must sign out and return their visitors badge.

In order to reduce Health and Safety risks, disruption to Staff and Pupils as well as reducing further issues relating to safeguarding, contractors will only be able to complete associated building repair or improvement works during the hours that the school is occupied in exceptional circumstances and only with the prior agreement of the Head teacher and Business Manager.

3.4 Training

Security matters are addressed in:

- Induction Training for all new Staff
- Regular updates as necessary during Staff Training Days, held at the beginning of each term and weekly Staff briefings
- Specific training on new equipment and systems as required.

3.5 Supervision of Students

8.15am – 8.45am

Pupils are supervised on entry to the school by senior Staff at the Bus Park gates

8.45am – 9.10am

Pupils are supervised during tutorial time by their Form Tutors.

9.10am – 10.10am

Pupils are supervised during lessons by their subject teachers, during lesson change over all teaching Staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. Staff with Leadership responsibility who are not teaching at these times will supervise the corridors in their areas. HoY and SLT will also provide additional supervision.

10.10am – 10.25am / 11:10am -11.25am

A team of Duty Staff will supervise specific areas of the school throughout this break period; they will be supported by Heads of Year and Leadership Staff.

10.25am/11.25am – 12.25pm

Pupils are supervised during lessons by their subject teachers, during lesson change over all teaching Staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. Staff with Leadership responsibility who are not teaching at these times will supervise the corridors in their areas. HoY and SLT will also provide additional supervision.

12.25am – 1.10pm

Pupils are supervised during the lunch break across the site as per the Duty Rota supported by Heads of Year and Senior Staff.

1.10pm – 2.10pm

Pupils are supervised during lessons by their subject teachers, during lesson change over all teaching Staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. Staff with

Leadership responsibility who are not teaching at these times will supervise the corridors in their areas. HoY and SLT will also provide additional supervision.

2.10pm – 3.10pm

Pupils are supervised during lessons by their subject teachers, during lesson change over all teaching Staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. Staff with Leadership responsibility who are not teaching at these times will supervise the corridors in their areas. HoY and SLT will also provide additional supervision.

3.10pm

Pupils are supervised on exit from the school site by Duty Staff positioned on the Bus Park. Supervision will include Leadership Staff. These members of Staff will remain at the Bus Park until all buses have left. Pupils not using buses also leave via the same exit.

Additional Supervision

During lessons Leadership Staff are on Duty for pupil alerts and emergencies with a 2-way radio to communicate with Reception. All members of SLT and other key Staff carry 2-way radios to enable rapid communication and deployment of Staff, in the event of any security issue.

Duty Staff wear bright yellow jackets/waistcoats when patrolling the school building to ensure a highly visible presence to all Pupils, Staff and Visitors.

3.5 Registration Procedures

Parents/Carers are requested to contact the School by 8.30 am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence. Staff receiving a message reporting a pupil absence must communicate this information as soon as possible to Reception. All Pupils will be registered as present or absent for the morning session during the first 10 minutes of Period 1, and for the afternoon session during Period 4. In addition Pupils will be registered as present or absent in their remaining lessons. The School Attendance Staff will monitor each register, if a student is not marked as present checks will be made to establish if present or absent. If the Parent/Carer has not contacted the school to explain the absence the school will contact the Parent/Carer using the automated Schoolcomms system. This may be “over ridden” by the attendance Staff and a personal call made if they judge this to be appropriate.

3.6 Trips and Visits

The School adheres to guidelines set out in the guidance for trips and visits produced by the LA using the Evolve system. The School has a procedure for planning trips and visits and the mechanisms Staff must put in place to ensure Pupil and Staff security. All Staff plan trips according to the instructions in the guidelines and all Trips have to be approved by the SLT.

3.7 Before and After School Activities

All Staff supervising after hours activities on the school site must ensure that they:

- Maintain an accurate attendance register and update this if a student leaves during the session. This register will be vital in accounting for all Pupils and Staff in the event of the school needing to be evacuated due to fire or other emergency. In the case of such evacuation the supervising Staff will accompany the Pupils to the assembly point and use the register to account for the Pupils.
- Supervise the Pupils at all times during the activity, ensuring that they remain in the designated area.
- At the end of the activity ensure all Pupils have left the classroom/area which has been used for the activity, and when possible/appropriate, lock the classroom door. Pupils should be instructed to leave the premises.

3.8 After school events

There will be a number of events after school which involve access for all visitors, for example, Parents Evenings and Open Evenings. Staff will be onsite to provide overall supervision of the open areas as well as entry and exit.

It is acknowledged that close supervision will not be possible during these events due to the ratio of staff to visitors.

Staff will direct visitors during any emergency incidents as required.

3.9 School Keys/Access cards

Staff should keep their Site Access cards and school keys safe. These should not be shared with anyone else for means of getting access to the site or around the site

This policy will be reviewed in line with the Health and Safety Policy.

Appendix A

Controlled access to Ysgol Aberconwy

The aim of this appendix is to support the safeguarding of our pupils and the well-being of our school community by ensuring, so far as is reasonably practicable, that Pupils, Staff and Visitors are protected from risks to their health and safety and that the school site is a secure and safe environment.

Pupils

- 1) Mainstream pupils enter the school in the morning and leave the school at the end of the school day through the main school gates to the Bus Park.
Duty Staff are on the Bus Park to ensure supervision and deal with issues arising at both times before pupils arrive.
The gates are locked before registration at 8.45am and remain locked during the school day until 3.10pm
PE Staff may open and close these gates as required during the day for off-site PE activities, for example, cross country running. The gates will not be left open unattended at any time.
- 2) Tegfan pupils will arrive at Reception and be met by Tegfan Staff to enter through to Tegfan. At the end of the school day these pupils are escorted by Tegfan Staff through to Reception to meet their transport home.
- 3) Those pupils arriving late in the morning will be allowed entry to the school by Reception Staff who will record their late arrival.
Pupils arriving later in the day will have their late arrival recorded at Reception before proceeding to class.
- 4) Those pupils that have to leave the school for an appointment or medical reasons can only leave with the permission of Staff and this permission will be checked by Reception Staff before allowing a pupil to leave the school, usually into the care of an appropriate adult.
- 5) 6th Form pupils are allowed to leave and return to the school at lunchtimes. Entry and exit is controlled by a member of Staff through an exit in the D&T block.
- 6) Staff taking pupils offsite will leave a register of those pupils at Reception to ensure they are accounted for during a Fire Evacuation. Staff accompanying these pupils are responsible for ensuring Reception is informed when pupils return and if any pupils have not returned.

Staff

- 1) All Staff should sign in at Reception when arriving in school and sign out when leaving. This is part of the fire safety procedures as the Staff signing sheets will be used to take a Staff register during a fire alarm.
- 2) School Staff have a key fob that allows entry through Reception.

Visitors

- 1) School visitors will arrive at Reception and be asked to wait in the waiting area. Reception Staff will contact the relevant member of Staff. The member of Staff will collect the visitor from Reception and the visitor will be required to sign in and out at Reception. Reception will give the visitor an ID badge to wear during their visit to the school.
- 2) Parents visiting the school are also required to sign in and out and will be met by a member of Staff before entering the school.

- 3) A member of Staff will escort visitors off site
- 4) The visitor sign in log is used to take a register during a fire alarm therefore it is imperative that all visitors sign in and out. Visitors should hand in their ID badges when leaving the school.
- 5) In the event of an emergency (Fire, Lockdown etc.) Visitors should follow the directions of school staff who will instruct them on where to go and how to stay safe.
- 6) Visitors should respect the privacy and confidentiality of Pupils / Staff and maintain an appropriate noise level.
- 7) Visitors should avoid engaging with Pupils they are not onsite to visit unless supervised by a Staff member.
- 8) Visitors should report any suspicious behaviour or concerns to school Staff immediately.

- 9) Any Visitors who fail to comply with this policy may be asked to leave the premises. Repeat offenders may be restricted from future visits.

After School Activities

All Staff supervising after hours activities on the school site must ensure that they:

- 1) Maintain an accurate attendance register and update this if a student leaves during the session. This register will be vital in accounting for all Pupils and Staff in the event of the school needing to be evacuated due to fire or other emergency. In the case of such evacuation the supervising Staff will accompany the Pupils to the assembly point and use the register to account for the Pupils.
- 2) Supervise the Pupils at all times during the activity, ensuring that they remain in the designated area.
- 3) At the end of the activity pupils should be instructed to leave the site and Staff should ensure all Pupils have left the site.

Sodexo Staff – catering, cleaning, caretaking

- 1) Sodexo Staff use an electronic sign in system to record their presence on and off the site. They will be in their Sodexo uniform and identified by their badge when arriving on site via the main entrances.

Contractors

- 1) Contractors will not normally be on site at the same time as pupils. In the event they need to deal with issues during the normal school day their supervision, entrance and exit will be managed by Sodexo Staff to ensure they comply with site safety procedures and are isolated from pupils as much as possible.
- 2) Contractors will be on the Sodexo approved contractor list to ensure appropriate vetting.
- 3) Pupils will be under the supervision of school Staff during break and lunch times to minimise any potential interaction with contractors.

CCTV

- 1) The school site has extensive CCTV provision to monitor and control site activity and deal with incidences in a timely manner