

# OLDHAM HULME GRAMMAR SCHOOL

## SITE SECURITY POLICY

*This procedure is applicable from EYFS through to Year 13*

The school sites are only as secure as the people who use them. Therefore everyone on a site has to adhere to the rules which govern it. Laxity can cause potential problems with safeguarding. Visitors to the school are required to read the laminated safeguarding summary card at reception in the various sections of the school.

### **Nursery and Infants**

- Inner gates are locked at all times. There is a proximity card reader on this gate and a keypad for parents to gain access.
- All exit doors should be closed to prevent intrusion unless class teachers are directly supervising the children.
- Visitors must only enter through the main entrance into the Thornycroft building and after signing in the visitor's book held in reception .
- They should be given a visitor badge on entry which should be visible at all times. Any strangers not wearing a badge should be challenged. For those visitors able to present a current DBS number black lanyards will be issued. All other visitors will be issued with an orange lanyard indicating that they must be supervised at all times.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours and, if collected by an adult, signed out.
- Steps will be taken to verify the identity of visitors for example through photographic ID.
- The Nursery and Infants CCTV is kept operational at all times and there is a facility to review footage.

### **Juniors**

- There are proximity card readers on the inner doors of both Estcourt and Hulme Court, and keypads on the external doors. The Estcourt building has external gates with keypads surrounding the building – these should remain closed during the school day.
- Visitors to the Hulme Court building must only enter through the office in the Hulme Court building and after signing in the visitor's book held there.
- Visitors to the Estcourt building must use the entry system in the senior school reception.
- They should be given a visitor badge on entry which should be worn at all times. Any strangers not wearing a badge should be challenged. For those visitors able to present a current DBS number black lanyards will be issued. All other visitors will be issued with an orange lanyard indicating that they must be supervised at all times.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children should never be allowed to leave school alone during school hours and, if collected by an adult, signed out.
- Steps will be taken to verify the identity of visitors for example through photographic ID.

### **Senior School**

- One of the outer gates at the front of the senior School site is open during the School day. Staff should be vigilant with regard to persons entering the site who may not have reason to be in the School. Supervision is in place at this gate during the afternoon.
- There are proximity card readers or keypads on all unlocked external doors to the school.
- There are regular card checks for pupils and they are periodically reminded not to admit strangers through the doors.
- Visitors during the school day must only enter through reception and register into the entry system.
- They will be given a visitor badge and lanyard on entry which should be worn at all times. Any strangers not wearing a badge should be challenged. For those visitors able to present a current DBS number black lanyards will be issued. All other visitors will be issued with an orange lanyard indicating that they must be supervised at all times.
- Steps will be taken to verify the identity of visitors.
- CCTV is kept operational at all times and there is a facility to review footage. The CCTV system is now monitored by a security company when the School is closed.

**Outlying buildings**

- All outlying buildings have keypad or swipe card access security measures in place.

**Other Relevant policies:**

Stay Safe Procedure

Safeguarding policy

Visiting Speakers' Protocol

COVID-19 Risk Assessment

**Addendum for COVID restrictions** - visitors to site are limited, those visiting the site will need to complete the COVID-19 Screening Checklist for visitors.

**Site Security Policy Reviewed: March 2022**

**Next Review Due: March 2024**