

# MAVISBANK SCHOOL SCHOOL SECURITY POLICY

## RATIONALE

To ensure that our school is a safe and happy environment enabling our pupils to be educated and our staff to teach in an environment free from fear (and the possibility of attack)

## AIMS

- To raise awareness amongst staff and visitors of security and safety issues
- To provide a safe and secure environment

## PRINCIPLES upon which policy implementation will be based.....

- We ask staff to think carefully about their own safety
- We ask parents and escorts to be vigilant when entering school - Be cautious of letting any stranger enter the school with you
- We ask all visitors to the school to sign in and out and to wear visitors badges at all times when in school or in school grounds
- We ask parents at all times to report to the office on arrival at school
- We ask parents when late bringing children to school to report to the office where the secretary will arrange for their son or daughter to be collected by class staff
- We ask visitors and staff to report any suspicious persons loitering near the school or in the school grounds
- We ask staff and parents to report any concerns regarding safety immediately to the Head Teacher
- We ask parents and staff to read and follow our policies on medication and care plans

- We pursue a policy of staff development and consultation to ensure staff and pupils are protected from:
  - Violence
  - Verbal abuse
  - Bullying
  - Health & Safety risks

Above all we promote a positive, supportive ethos in our school

## **RESOURCES**

Secure entries doors  
 windows  
 gates  
 fences  
 CCTV of grounds

## **MONITORING and EVALUATING**

Procedures will be monitored by regularly by the Head Teacher

## **ID Badge Protocol**

All staff and visitors to the school must wear Identity badges at all times

Different badges (e.g. visitors etc.) are available on top of the cupboard at the front door

All visitors must sign in prior to taking an appropriate badge

## **TAXI DRIVERS AND ESCORTS**

All taxi drivers and escorts must wear the appropriate Identification badges issued to them by NLC. If any driver or escort arrives at the school to collect a pupil without wearing the appropriate badge the following procedure must be carried out before the child is handed over (this tends to happen in cases where the regular escort or driver is unavailable)

Phone the transport Department at NLC

Phone the taxi company concerned

Ask for confirmation that a replacement driver / escort has been sent to the school

Ask for name and physical description of replacements

Phone parent to find out if he / she has been informed

Only if satisfied , hand over the child

#### WORKS PERSONNEL

No works personnel should arrive at school without prior notice. If this happens, the following procedures should come into play

Phone the company concerned

Ask for the reason for the visit

Seek clarification of the identity of personnel

Ask for physical description of personnel

Ask to see identification - badge , driving licence etc.

Follow signing in procedures

Only if satisfied

The above procedures would normally be carried out by clerical or janitorial staff as appropriate or by management as necessary

**Last updated: January 2010**

**Reviewed and amended: John Lochrie, Eileen McDonnell July 2015**

**To be reviewed: July 2018**