



# Wood End School

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Headteacher, Mr Richard Boulton



## **Security Policy/Drop Off Collection of Children Safeguarding Practice Guidance**

<b>Previously Reviewed:</b>	<b>July 2013</b>
<b>Latest Review:</b>	<b>October 2016</b>
<b>Reviewed By:</b>	<b>Resources Committee</b>
<b>Frequency of Review:</b>	<b>Tri-annual</b>
<b>Next Review Date:</b>	<b>October 2019</b>
<b>File Name:</b>	<b>security_jul16_3yr</b>
<b>Adapted from:</b>	<b>CS0269</b>

***‘Learning Together, Respecting Each Other’***

***‘Wood End School is an inclusive school and respects and values the diversity of the community’***

This policy is a statement of the aims, principles and strategies for Security at Wood End School. Day to day implementation is delegated to the Headteacher by the Governing Body.

## **Aim**

At Wood End School it is important to create a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Children need to feel safe. Staff should feel that the Governing Body has done everything they can to make the working environment a safe place to work.

## **Security of Children and Staff**

### **Controlled Access**

To prevent unauthorised or unknown visitors entering the school, security locks are fitted to all external doors (excluding the fire doors which only open from the inside) apart from the main entrance to the school. Access through the front door is by a keypad; only people working in school have access to the code.

### **Visitors**

The main entrance is clearly marked with large, clear signs. Visitors have to sign in, stating the purpose of their visit. All visitors are given a Wood End badge or a sticker to wear, they are then either escorted by the office staff to the member of staff requested, or asked to wait while the member of staff is contacted. All children and staff are alert to unfamiliar adults in school. Children are asked to report strangers to the nearest member of staff. Staff asks any unknown person the purpose of their being on the premises. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest member of staff. The unauthorised person will be asked to leave and will be escorted from the premises as they are committing a trespass. If that person refuses, becomes aggressive or damages property no attempt is to be made by staff to remove the intruder from the premises but the police should be called immediately.

### **Entering and Leaving School**

All children enter and leave the school by the cloakroom/classroom doors. The playground gates will be locked during the school day and only opened and closed when needed. The main entrance is only to be used if a child arrives after 9am when they report that they are late by signing the 'late register' held at the school office.

All parents are asked to wait outside the school buildings at the beginning and end of the school day. The only exception to this rule concerns parents of children in Nursery and/or Reception classes on the first day of the academic year.

### **Supervision on the School Grounds**

All children are supervised when in the playgrounds. This is by teachers and teaching assistants in the morning (from 8.40am), and by the mid-day supervisors at lunchtime. At no time are the children left unsupervised outside. School playgrounds are fenced, segregating the children from the school car parks and main entrance.

### **Leaving School at the End of the Day**

At the end of the school day all children leave by the appropriate door. Teachers will direct Key Stage 1 children to their parent in the playground. Parents are asked to collect their children from inside the school gate. All children know that, if the adult who should be collecting them has not

arrived, they are to return straight into school and stay with their teacher. If after 10 minutes, no one has arrived the teacher will take the child to the office and telephone to see what the delay might be. The child stays in school until an adult arrives. No child is allowed to leave unless we are sure they are safe.

If no contact has been established with the parent/carer after 1 hour after the usual collection time, the school will follow their child protection procedures, i.e. a safeguarding referral to Children's Services will be made. The school expects that parents are punctual when dropping off and collecting their children to and from school. The school staff are responsible for the children during school opening hours, but they have other commitments once their teaching day has finished.

Year 5 and 6 children are allowed to walk home unaccompanied by prior arrangement with the school (see 'independent travel' section below). Information on the school day and its routines can be found in the school prospectus.

### **Independent Travel to/from School Agreement**

There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence, however, to leave a child alone if it places them at risk and therefore the school has a continual obligation to alert relevant authorities if we believe this is the case. The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied.
- Children under the age of 12 should not be home alone for more than a very short period of time.

If parents choose to let their child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The most important factor to consider about the suitability of a child walking to/from school alone is any **risk to the child**. Good practice would be to have a discussion between the school and the parent, and to identify alternative options if necessary, e.g. another parent taking the child home. Ultimately the responsibility for a child's safety rests with the parent. A form should be signed by the parent, and held by the school office, if independent travel to/from school is chosen by the parent and the child (see Appendix 1). Please note, as mentioned previously, no child should be alone on the playground before 8.40am.

### **Drop Off and Collection by Older Siblings**

It is the parent's responsibility to ensure that the child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised. There is no minimum age set in law when a young person is allowed to remain in charge of another child, however it is an offence to leave a child alone if it places them at risk. This can include in the care of an older sibling if the level of supervision is 'likely to cause unnecessary suffering or injury to health' (Children and Young Persons Act 1933). Therefore parents/carers must understand and be prepared to take responsibility for the care and safety of their eldest child, even while that child is acting in a caring role for younger siblings.

The suitability of a sibling caring for a younger child needs to be considered on a case by case basis, by a judgment of the potential risks of this arrangement; the maturity of the child collecting/being collected; the length and nature of the journey home, the behaviour and relationship of the children collecting/being collected.

The Royal Society for the Prevention of Accidents and the NSPCC recommend that no one under 16 should be left to care for a younger child.

If parents have given permission for older siblings to collect/drop off younger children this should be recorded on the School Travel Agreement. If the school has any concern that older siblings are not competent to take younger siblings, or there are concerns about any child's safety or welfare due to these arrangements; this must be raised with the parent (ideally in advance of the collection) and if alternative arrangements are not made, a safeguarding referral made to Children's Services where necessary.

### **Extra –curricular Activities**

The same procedures for drop off and collection can be applied to extended school activities, where the activity is provided by the school. Safeguarding concerns are reported to the DSP (Headteacher), who will decide on the appropriate response.

Where the activity is provided by an external organisation, it is the responsibility of that organisation to identify and respond to safeguarding concerns, including those arising from drop off and collection issues. The school governing body should ensure that as part of the service level agreement, the organisation has confirmed that:

- Level one safeguarding children training has been completed by staff.
- A child protection policy is in place.
- An appropriately trained designated member of staff is responsible for responding to safeguarding concerns.

### **Leaving School During the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents need to report to the School Office and sign the 'taken out of school register' if they need to collect their child.

### **Security of Personal Property**

Children are asked not to bring anything of value to school. Individual staff members are responsible for any items they bring to work. Lockers are provided in the staff room for secure storage. The school cannot be responsible for cars parked in the school car park.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers and projectors, are security marked. Parents are encouraged to use an online payment system, and monies are banked frequently and not kept on school premises.

### **Security of Building**

- An effective intruder alarm is in operation. This is always on when the school is not in use. Security lighting has been installed.
- The Caretaker, Headteacher, Deputy Headteacher and the SBM are designated key holders and are responsible for the security of the building.
- It is the responsibility of the Class Teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Caretaker**

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order.
- The emergency lighting is working.
- The fire alarm has no faults.

The security system is working properly and before leaving the premises, to check:

- All the windows are closed.
- The doors are locked and secure.
- The security alarm is set.
- All gates are locked.

### **Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Operations/Finance Committee of the Governing Body.

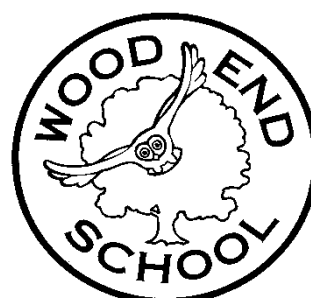
Governors will monitor performance via the Headteacher's termly report to governors and when visiting school.

Aspects of this policy will be reviewed termly by the Health & Safety Governor/School Business Manager during their periodic Health & Safety inspections.

Any incidents will be recorded on the Security Log (appendix 2).

Appendix 1

HEADTEACHER: Mr R E J Boulton



## Independent Travel to/from School Agreement

Dear Parent

There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence, however, to leave a child alone if it places them at risk and therefore the school has a continual obligation to alert relevant authorities if we believe this is the case. The NSPCC advise the following:

- Children under 8 should not be outdoors for a considerable length of time unaccompanied;
- Children under the age of 12 should not be home alone for more than a very short period of time.

If parents choose to let their child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence. Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness. The most important factor to consider about the suitability of a child walking to/from school alone is any **risk to the child**.

Good practice would be to have a discussion between the school and the parent, and to identify alternative options if necessary, e.g. another parent taking the child home. Ultimately the responsibility for a child's safety rests with the parent. Please sign the slip below if independent travel to/from school is chosen by you and your child.

Mr R E J Boulton  
Headteacher

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### Independent Travel to/from School Permission Slip

I have read the checklist of factors to be considered on the reverse of this form and grant permission for my son or daughter to travel to/from\* school independently.

**Pupils Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*please delete as appropriate

### Checklist of Factors to be Considered Before Children Walk to/from School Unsupervised or in the Care of A Sibling

1. Have you considered the risk/s posed by leaving your child alone, walking to/from school or in the care of a sibling?
2. How old is your child?
3. How mature is/are the children? What is their level of understanding/awareness about being unsupervised / walking to or from school?
4. How comfortable is/are your child/ren with the arrangements?
  
5. Where will your child be left? Is this a safe place?
6. How long, and how often, will the child/ren be left?
7. Is the home environment safe and secure? Have you assessed the home environment/journey to or from school for risks? Has the older child or 'carer' been involved in this risk assessment?
8. How far will the child/ren have to walk (if appropriate)?
9. How far away will the parent/carer be? Will they be easily contactable?
10. Do any of the children (this includes the older sibling or 'carer') have additional needs – medical, emotional, behavioural, learning difficulties/disabilities? How will these needs be met in the parent/carer's absence?
11. Does the child or sibling caring for another child know what to do in an emergency? Does the child know who they can contact in case of an emergency? Have instructions been left e.g. in case of a fire?
12. What are the expectations of the child/ren during this time? i.e. are they expected to cook for themselves etc.?
13. Does the child have knowledge about how to keep themselves and younger siblings safe e.g. road safety, not answering the door to strangers, cooking etc.?
14. What is the level of knowledge when it comes to first aid?
15. How well do the siblings get on? How will tension be managed in the absence of the parent/carer?
16. Is/are your child/ren clear about rules and boundaries of what they can and can't do while parents/carers are out? If they are looking after a younger sibling, do they have the confidence and authority to implement these rules consistently? What will they do if the younger children misbehave?
17. Is the home environment safe and secure? Has the parent/carer assessed the home environment/journey to or from school for risks? Has the older child or 'carer' been involved in this risk assessment?



