



Policy Number / Ref	CO_1	
Version	1.0	
Reviewed by / Date	SMT	Jan 2018
Approved by / Date	BOT	14.09.2017
Further Information	SISEF3 Welfare / SISEF5 Premises	

## **RINGWOOD WALDORF SCHOOL SITE SECURITY POLICY AND PROCEDURE**

### **1. General Principles:**

The proprietors (Board of Trustees) and management team of Ringwood Waldorf School have a moral and legal duty to ensure the safety of everyone on the school site. It is important to manage visitors to the site in a way that ensures the safety of both children and adults while at the same time ensuring that visitors feel welcomed and comfortable. Visits to school should be planned in a way that takes into account the safeguarding of children, the reputation of the school and the requirements of the visitor.

This policy sets out the guidance to staff on the procedures for routine security during school hours and for dealing with trespassers and troublemakers.

Parents dropping off or collecting children outside school hours are not covered by this policy.

### **2. Types of Visitor:**

For the purpose of this policy, members of staff and trustees will not be considered as visitors. There are a number of different groups of legitimate visitors to the school, as follows:

- Parents and caregivers of RWS pupils
- Those who have a professional role related to the education /welfare of the children at RWS, for example peripatetic tutors and sports coaches, advisers and evaluators, social workers, educational psychologists, SEND officers, targeted support workers or health care professionals.
- Those who attend in connection with the practical running and maintenance of the school – for example, builders, contractors, suppliers, maintenance staff and IT workers.
- Other legitimate visitors i.e. family members, friends and general members of the public attending plays, festivals and other events at the school premises.

### **3. Standard Procedures**

This policy is designed for the protection of school children and staff and therefore is applicable during lesson times, which is between the hours of 8:25 and 15:30 on week days and outside the school holidays.

#### **3.1. Entering the school:**

- All visitors should access the school by the main front gate (adjacent to Keir Hall).
- The gate will be locked during lesson times (outside of pickup and drop-off times).
- The gates opening on to the Castleman Trailway and the Lantern Centre will be open during pick up and drop off times only.
- During these times, visitors can alert reception staff by pressing the # key on the number keypad by the front gate. The gate lock can then be released by reception staff.

### 3.2. For all visitors:

- Wherever possible, visits to the school should be pre-arranged. Members of staff should inform the office if they are expecting a visitor.
- All visitors must report to reception on arrival, as indicated by signage at the school entrance.
- Visitors who are not expected and are not known to the school can only be admitted to the school grounds with an escort; an escort cannot be guaranteed without prior notice.
- Visitors who are expected but not known to the school will be asked to wait in the reception area until they are met by a designated member of staff.
- Once at reception, all visitors must sign in. They will be given the appropriate visitor's badge, which should be worn throughout the duration of their stay. <sup>1</sup>
- If there is a large group of visitors, a separate register may be utilised
- Where indicated the visitor must provide evidence of their DBS check on arrival.
- Visitors should not be left alone with pupils/children unless this forms a legitimate and planned part of their visit, for example a social worker seeing a child.
- If visitors find they are alone with pupils/children, they should report to a member of staff or reception. This should be explained to visitors.
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.
- If any visitor is abusive, or a nuisance in any way, whilst at the school a member of staff may ask them to leave the site.

### 3.3. Contractors:

For building or maintenance contractors, the school should establish a formal agreement regarding access to specific areas of the building. For many building projects, physical separation (e.g. fencing off of the work areas) will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.<sup>2</sup>

### 3.4. Parent and Child Group Members:

Families arrive at reception, sign in and collect their badge.

Parent and Child Group have their own coloured lanyard and are able to walk across by themselves as all staff are aware of them. Parent and child group members must take a specific route to the room they are in, and staff are trained to challenge anyone not using this.

### 3.5. Parents and Relatives

Under normal circumstances (usual school day) parents must report to reception regardless of their purpose for being on the school site, as per section 3 of this policy.

In line with Government guidelines<sup>34</sup>, events in which the school is open to the public (including, but not limited to assemblies, open mornings, festivals and fundraising events) visitors will not be required to sign in. For such events formal risk assessments will be carried out and all staff members briefed of known risks. Where necessary supervisory staffing levels will be increased.

---

<sup>2</sup> See note in Appendix 2 for security badge procedure (as recommended by SWSF)

<sup>3</sup> Keeping Children Safe in Education (2015) states that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. Management should use their professional judgement about the need to escort or supervise.

<sup>4</sup> Keeping Children Safe in Education DfE April 2015, 138

### **Procedure for dealing with unexpected or unknown visitors**

- Pupils, staff and parents should report any concerns they have about a visitor to reception.
- If a visitor is not wearing a badge, he/she should be politely challenged by any member of staff and escorted to Reception immediately.
- At Reception, the Receptionist should ask the visitor the purpose of the visit. If appropriate, the visitor can sign in and be issued a relevant badge<sup>5</sup>.
- Visitors may be asked to leave the site for any reason. If a visitor is abusive, or a nuisance in any way, in the school the member of staff may ask them to leave the site.
- If the visitor refuses the instruction the police may be informed (by calling 999) if it is considered that there is a threat to the safety of anyone on the premises.

### **Reporting and Recording**

The School will maintain an Incident Register. This will contain simple but accurate details of all events, some of which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form<sup>6 7</sup>.

- Trespass
- Aggressive behaviour by persons other than students around the school building
- Matters reported by pupils
- Any other incidents giving cause for concern

The School Office will retain the completed forms in an Incident Register. The School Management Group will check the Incident Register weekly to see if any patterns are developing and to consider the need for consequent action

#### *Training and dissemination:*

As required, in staff meetings or where appropriate via email communication.

---

<sup>5</sup> Keeping Children Safe in Education DfE April 2015, 134

<sup>6</sup> As attached at Appendix 2

<sup>7</sup> See Appendix 1 for training and implementation procedure.

## **APPENDIX 1**

### PROCEDURAL NOTES

#### **Security Badges**

Ringwood Waldorf School uses a coloured lanyard and security badge system to allow staff to easily identify the status of visitors to the school.

- Green – Staff and Volunteers who have DBS, been through safer recruitment and who have completed safeguarding training
- Blue – Known visitors with DBS clearance
- RED – Visitors who must be accompanied
- Pink – Parent and Child Group – with own badge

**APPENDIX 2**

**INCIDENT REPORT FORM**

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

**1. Member of staff reporting incident:**

Name:  
.....

Work Address:  
.....

Position.....

**2. Personal details of person assaulted/verbally abused (if appropriate)**

Name:  
.....

Work Address:  
.....

Position: (if member of staff)  
.....

Class:  
.....

Age: .....Gender:.....

**3. Details of trespasser/assailant(s) (if known)**

.....  
.....

**4. Witness(es) (if any)**

Name: .....Gender.....Age.....

Address: .....Postcode.....

Other Information:  
.....

**Witness(es)**

Name: .....Gender.....Age.....

Address: .....Postcode.....

Other Information:

.....

Relationship between member of staff/pupil and trespasser/assailant

.....

**5. DETAILS OF INCIDENT**

**a) Type of incident** (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

.....

.....

**b) Location of Incident** (attach sketch if appropriate)

.....

.....

**c) Other details** (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

.....

.....

**6. Outcome:** (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

.....

.....

**7. Any further information/sketches, etc. (as attachments)**

.....

.....

**Signed:** ..... **Dated:**

.....