



Policy Number / Ref	SG 02	
Version	1.4	
Reviewed by / Date	LD	September 2023
Approved by / Date	BOT	14.09.2017
Review Cycle	Biennial	

## Site Security Policy and Procedures

### 1. General Principles

The proprietors (Board of Trustees) and Ringwood Waldorf School Management Team (SMT) have a moral and legal duty to ensure the safety of everyone on the school site.

This policy sets out the guidance on the procedures for visitor access during school hours, and routine security. In addition it explains the procedures for pupil drop-off and collection times to ensure that the school remains secure from trespassers at this time.

Finally it sets out security in place to protect the school out of hours.

### 2. Types of Visitor

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 considers the safeguarding of children, the reputation of the school and the requirements of the 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 for visitors

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 8:15 and 15:30 on weekdays during term time.

#### 3.1. Entering the school:

- All visitors should access the school by the main front gate (adjacent to Keir Hall). When the gate is opened, it is manned by a member of staff.
- The gate will be locked during lesson times (outside of pickup and drop-off times).
- During these times, visitors can alert reception staff by pressing the **button** on the front gate. The gate lock can then be released by reception staff.

- 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.
- 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.

### 3.2. 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 the work areas) will provide additional safeguards. Any DBS checks required will be completed before the contractor begins work in school.<sup>1</sup>

### 3.3. Parent and Child Group Members:

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

Parent and Child Group have their own lanyard colour and wait for their teacher to come and collect them. If they arrive late, they are escorted directly.

### 3.4. Apple Tree Kindergarten

Apple Tree Kindergarten is beyond the courtyard barrier and therefore requires a separate procedure to the other Kindergartens as parents will be within the main school grounds. A list of parents in Apple Tree will be kept with the front desk.

Drop off time for Apple Tree is from 8:15 to 9am. Families arrive at reception and collect their lanyard with designated identifying colour. A set path will be followed to get to the Apple Tree building: 123 playground, Kindergarten garden, basketball court, path to Apple Tree. Once the child has been dropped

---

<sup>1</sup> See note in Appendix 1 for security badge procedure

off, the return is via the same route, then hand in the lanyard to the front desk, and leave the site.

### 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 3.1 and 3.2 of this policy.

In line with Government guidelines<sup>2</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.

## 4. Pupils being dropped off and collected

### 4.1. Morning and afternoon (standard school day).

Between the hours of 08.15 and 08.45, and 15.15 and 15.45, the front gate will be opened and manned by a member of staff. This enables parents to come on site to drop in their children, and allows staff to ensure that there is no trespass beyond the courtyard gate.

In addition the Castleman Trailway Gate will be unlocked during drop off and pick up times, but padlocked throughout the school day.

4.1.1 Early drop-off: If a child arrives between 07.45-08.15, they will remain supervised in the Foyer until a member of staff comes to collect and take them through to their classroom. They will not have access to the main school site before this.

4.1.2 Late Collection: Please see *RWS Late and Non-Collection Policy* for information on this.

### 4.2 Lunchtime Collection Procedure

Kindergarten children finish at lunchtime (12.30-12.45) every day, and classes 1, 2, and 3 finish at lunchtimes (13.00) on various days of the week (see Timetable). Kindergarten, classes 1, 2, 3 and classes 4, 5 all finish at lunchtime on Thursdays. (Some remain at school to attend afternoon sessions)

*Procedure for Mon, Tues, Weds, Fri:*

- Parents must press the grey button to enter through the front gate, where they will wait for the 1,2,3 Garden gate to be opened by staff.
- KG parents will proceed through to KG, while Class 1,2,3 parents will wait in the 1,2,3 Garden for their children to be released to them.
- To ensure the security of children in Class 1,2 or 3 who are staying for Afternoon Sessions, they remain in their class with the Class teacher eating their lunch. They are let out to play when lunchtime collection has finished.
- Parents are not able to go past the courtyard gate into the rest of the school.

*Procedure for Thurs:*

- On Thursday, KG, Class 1, 2, 3, 4 and 5 all finish at lunchtime. The front gate will therefore be unlocked and manned between 12.40 and 13.15.
- The KG parents go directly to KG. Class 1,2,3 go into the garden. Class 4 and 5 parents wait for their children to come through the courtyard gate.
- Parents are not able to go past the courtyard gate into the rest of the school.

---

<sup>2</sup> Keeping Children Safe in Education (2019) 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.

## **5. 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.
- 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.
- If there is a deemed threat, teachers will keep students in their classrooms until safe.

## **6. Reporting and Recording**

The School will maintain a Site Security 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 the following on an Incident Form. (*See Appendix 2*).

- 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 a Site Security Incident Register. The School Management Team will check the Incident Register termly to see if any patterns are developing and to consider the need for consequent action. There were no incidents during 2019/2020, and two incidents in 2020/21 where site security was breached. These incidents and actions are logged in the register.

Training and dissemination will be as required, in staff meetings or where appropriate via email communication.

## APPENDIX 1

### 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 who have DBS, been through safer recruitment and who have completed safeguarding training
- Blue** – Volunteers who have DBS, been through safer recruitment and who have completed safeguarding training
- Yellow** – Known visitors/volunteers, **not** in regulated activity
- Purple** – Known visitors attending the Parent and Child Group, **not** in regulated activity
- Red** – Visitors who must be accompanied

## 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: .....

Position.....

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

Name: .....

(If Staff)

Position:.....

(If Student) 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:** .....

## **Appendix 3:**

### **Kindergarten: Site Security**

#### **Inside the Kindergartens**

The Kindergartens are visually checked for any hazards daily before the session begins, after the cleaning and tidying has been completed, and after the session has ended. Kindergarten Teachers are responsible for checking their own Kindergarten, and they follow a garden rota for checking the shared outdoor space. Anything considered hazardous or requiring mending is repaired, removed, or made safe by the Teacher, or logged in the Maintenance book in the School Office.

The children are supervised at all times. There is a ratio of eight children to at least one adult.

The children are brought into Kindergarten by their parent, carer or by an adult who has been entrusted by the parent to bring their child to Kindergarten.

The register is marked at the start of the kindergarten morning and collected by Office staff. The Office will contact any child who isn't in at the expected time without explanation.

The front door is then locked internally at 8.45 when all the children have arrived.

Cleaning equipment, staff medicine and mobile phones are kept in the staff rest room which is kept bolted from the outside and out of the reach of children.

The kitchen gate is kept bolted and children do not go inside at any time.

Parents must complete a Kindergarten Pick Up Form which lists permitted adults to collect the child. Please see *Late and Non-Collection Policy* for further information.

Risk Assessments are made for activities and play in the kindergarten.

#### **In the Garden**

The gardens are checked for any hazards daily before the session begins, and after tidying once the session has ended. Anything considered hazardous or requiring mending is repaired, removed, or made safe by the Teacher, or logged in the Maintenance book in the school Office.

The gates are locked when children are outside in the garden and they are always supervised. There is a ratio of eight children to one adult.

Areas that may be slippery or considered a danger are marked off by red tape or stands.

Risk assessments are made for activities and use of the garden.

Children wash hands when they come in from the garden.