

## **FALKNER HOUSE – SCHOOL SECURITY POLICY**

### **NURSERY – YEAR 6 including EYFS**

School security is dependent on entry to the buildings being properly secured and protected at all times. This will minimise the risk of unauthorised people gaining access to the premises. Opportunist thieves are always on the look-out for weak areas of security and all staff are responsible for ensuring the security of the school and pupils. Staff should also take every step to minimise personal loss by ensuring their belongings are secure at all times

#### VISITORS

The school has a video entry phone system. Access is only allowed once the identity of the caller has been clearly established. No member of staff should ever allow a stranger to enter the premises. They should be left politely on the doorstep and asked to speak to the secretary on the entry phone. All visitors and maintenance staff sign in at the office. They are given identity badges and any staff who sees an outsider without such a badge should notify the office immediately. Visitors are always accompanied around the school.

The inner front doors of 17 and 19 Brechin Place and 20 Penywern Road are opened from the porch by a digital lock. Although the code is widely known to staff, authorised personnel and parents, the access number should not be made freely available to visitors not known to the school. This number is changed annually. It is essential that these doors are kept shut at all times and not left hooked open. This is to minimise the risk of tailgating people entering the school or gaining unauthorised entry on people leaving the school.

The security of pupils, staff and visitors is of paramount importance. The front doors of the school remain closed at all times and the inner door is also kept closed. At no time are the pupils ever allowed to open the front door and they are instructed that once in school they must never leave without saying goodbye to a member of staff. A member of staff, generally the headteacher, is always on duty at drop off each morning and they are charged with being alert to the possibility of a child running back to their parent e.g. for a forgotten item. The playground gate at Brechin Place is always kept locked.

#### **BRECHIN PLACE**

The main entrances / exits to the school are

- Main entrance to the school - front door 19 Brechin Place.
- Main entrance for Nursery - front door 17 Brechin Place. This is usually opened by Nursery staff on arrival / departure of nursery pupils. The resident in the upper flat also uses this door to gain access to her flat

The other entrances / exits to the playground adjacent to the Old Brompton Road are

- Avery ground floor- 17 BP
- Nursery basement - 17 BP
- Reception ground floor - 19 BP,
- Dining Room basement – 19 BP

There is also a basement entrance / exit to the pavement at 19 Brechin Place for deliveries to the kitchen

All the rear entrances / exits are vulnerable when rooms are un-occupied. Staff should ensure that when they leave any of these rooms at the end of school and the playground is empty, then the doors from Avery, Reception, Nursery and the dining room should be locked with the door bolts.

The playground is accessed from the Old Brompton Rd via gates which are only opened at the start and end of school or for access to coaches. The gates are locked by a padlock which is kept locked at all other times. The code is known by staff members only. Whilst unlikely, staff should be aware of the possibility of unauthorised persons gaining access by climbing over the gates or side fences.

#### **PENYWERN ROAD**

The main entrances / exits to the school are

- Front door – raised ground floor.
- Lower Ground floor door for the Nursery and deliveries to the kitchen.

There is access to the enclosed playground from both the Big Room on the ground floor and the Nursery in the basement.