

Policy title	RSW Safeguarding and Pupil Security Policy (including arrival and dismissal)
Written by	Principal
Policy owner	Principal

Status	Approved
Summary of change	Annual update

Approval date	1 st September 2024
Review date	September 2025

1. Purpose/aims

At Robsack Wood Primary Academy, the safety of our pupils is paramount and for this reason the following guidance is provided for staff and visitors to support them in managing pupils' security.

2. Procedures

The academy is secured by a boundary fence and gates. See Appendix 1

Vehicle Access to the site is from Whatlington Way. Vehicle traffic to the car park is controlled by fob entry car gates. Parents and carers are not permitted to use the car park, unless in an emergency to pick up their child. Access to the car park at the front of the academy building (not building or playgrounds) is via a pedestrian gate with a video entry system which is controlled by the academy main office. The gates are secured and closed between 8.30am and 8.50am and again between 3.05pm and 3.30pm. Visitors to the academy are granted access by the main office.

Pedestrian access to the site is via two gates. See Appendix 1

Gate 1: Main pedestrian gate providing access to the front perimeter of the site leading from Whatlington Way.

Opened: 8.30am and closed: 8.50am

Opened: 3.05pm and closed: 3.30pm

Gate 2: Secondary pedestrian gate side access to the front perimeter of the site leading from Bodiam Drive.

Both gates are controlled by a video entry system which is controlled by the academy main office.

Opened: 8.30am and closed: 8.50am

Opened: 3.05pm and closed: 3.30pm

Staff must ensure that all doors and gates remain securely closed. Staff should not wedge external doors open as this will compromise the academy site security. During the hours of 8:50am and 3:05pm the site is locked and secure. The only access to the site is through the security-controlled gates.

Site Safety

We request bikes and scooters are not ridden on the academy site, including the back playground and side paths. They must be secured in the storage area on the main playground at all times. All playground equipment is for use by the academy during school time only. The academy is unable to accept liability for any use of the equipment outside of school hours.

Door Security

The main academy entrance door has a two-door secure entry system which is operated from the main reception office, this is manned between 8.00am and 4.30pm. Visitors will remain in the outer reception area and will only be buzzed into the academy if they are identified as a parent/carers or known visitor when they will be then be given the appropriate lanyard, supervision and safeguarding leaflet. This also applies to the Nursery entrance which is separate from the main academy and has a two-door entry system and second inventory system.

Visitors

All visitors must report to the main academy Reception. The visitor signs in using the InVentry system in the reception area, ID is checked if the person(s) is not known to the admin team and they ask who they

are visiting/what they are coming to do – these details are then checked against the visitor log on the office calendar.

All visitors (except UoBAT central staff) are given a lanyard (colour depending on DBS checks – see below). The appropriate person is contacted to inform them of their visitor if necessary. The visitor either waits in the reception for the appropriate member of academy staff, or a member of the admin team will escort the visitor to where they need to go (if necessary for them in the academy building). A visitor cannot be left unaccompanied without an enhanced DBS and relevant ID. The admin team will ensure that all visitors are signed in and given the appropriate lanyard and are given a visitor's safeguarding leaflet.

Staff should ensure that any visitors do not have individual access to the pupils without an enhanced DBS check (as shown by their coloured lanyard). The office team will check this information and give the visitor the appropriate lanyard.

Lanyards

Red lanyards are worn by any visitor who has not provided the office with DBS documentation and must be supervised at all times whilst on site.

Lime Green lanyards are worn by people volunteering or visiting the academy who have had a DBS check, will be detailed on the InVentry system and therefore can be unsupervised around the building.

Black lanyards are worn by Robsack Wood Academy staff, authorised trainees with a DBS and Trust employees. All will be listed on the InVentry system.

The admin team is responsible for issuing lanyards to visitors. However, on occasions staff are required to sign in a cover teacher or visitor before the office opens at 8.00am. All staff are to ensure these guidelines are referred to ensuring identification is checked if the visitor is unknown. If in any doubt about which colour lanyard to use, staff should issue a red lanyard and supervise the visitor until the office can clarify further details.

Unknown Visitors

Staff should be vigilant around the site as unwanted visitors may present a risk to the pupils' safety. In the event that staff notice a visitor on site, without a lanyard, or he/she is acting suspiciously, they should notify the Senior Leadership Team. Senior staff will then challenge the visitor's intention and contact the police if required.

Pupil Arrival

Pupils should be brought to the academy by an adult who is over 18. Arrival time for all pupils is 8.40am – 8.50am. Pupils should be in their classrooms for registration by 8.50am. All pupils apart from Year Two enter the academy from the back playground, Year Two from the front of the academy.

Pupils are to enter the academy site using the pedestrian gates. There will be academy staff available from 8.30am, to support the pupils to get to the right place. The class teacher will be in the classroom to meet children upon arrival. For our Reception classes, support staff will provide extra support to assist children from the slope to their classroom.

All daily messages for the class teacher can be emailed into the academy office email account office@robsackwoodprimaryacademy.org.uk. If a meeting with the class teacher or a member of SLT is required, this can also be arranged by email.

Doors will remain open until 8.50am when all activity area doors and playground gates are closed. If pupils need to enter after 8.50am, they will need to enter the academy via the main office and sign in using Invenry. The leader on duty each day will manage this and ensure all gates are secure.

Pupil Dismissal

At the end of the day, all pupils will be dismissed from identified locations to their authorised parent or carer on the playground.

Gate Access to the Academy is from 3.05pm.

Parents and carers should wait on the playground to ensure the safe dismissal of the pupils, Year Two are allocated a designated area within the bottom of the car park. Teachers will make eye contact with parents and carers to show that they have seen the appropriate person is collecting their child. At this point the pupils will be dismissed to the parent or carer, teachers should remember who collects the pupil and take their time. We ask that parents and carers have patience and are aware that more than one parent may wish to speak to the teacher after the class have been dismissed, so that teachers are able to dismiss safely to the appropriate and correct adult. Pupils will not be allowed to go home with anyone without prior notification given. If a non-authorised adult informs the class teacher, they have permission to take a child home, authorisation will be sought from the parent or carer before permission is given

Collection of Pupils

Authorised Collectors

All pupils within the academy have authorised collectors, nursery operate a password system, personal to each child. If there is a change in circumstances, the parent must notify the main academy office as early as possible to allow sufficient time for the message to be passed to the Class Teacher. If you are unsure ALWAYS check with the office before dismissing a child to an unknown adult. Children under the age of 18 are not to pick up siblings. If a different adult comes to collect the pupil that we are unaware of, a call should be made to the parent or carer to check the identity of the person. The parent should then give verbal consent for this person to collect the pupil, prior to releasing the child. All staff should have an awareness of the adults who are authorised to have contact with or to collect a child. These details can be found on pupils' SIM records. Where contact with certain family members is forbidden, a record is kept of each family member with whom contact with the pupil is prohibited (this is recorded on a pupil's SIMS homepage and as a pinned incident on CPOMS). If one of these family members should arrive at the academy, they must not be granted access and the Lead DSL or senior member of staff should be made aware of the situation and ensure that no contact is permitted. The child's primary carer must be informed of the incident immediately thereafter. If the family member will not leave the premises calmly, staff should contact the police.

Year six pupils will need written permission which is given via a Microsoft form to walk home alone, the admin team will provide the teachers with regular updated lists, this will also be added to CPOMS. For parents who have several children in the academy, they should collect their younger child/children first and then go to the collect the older sibling. Teachers will wait with pupils until they are collected.

Children who have permission to walk home are to be taken by a class teacher to the top of the side slope. They will then be supervised leaving the premises and reminded to come straight back to the academy should their adult not be present at the designated meeting spot, or they have any concerns for their safety. One teacher will remain until 3.30pm in case of any issues. This procedure is taught to the children through our RSHE lessons and reinforced on a regular basis.

Non-Collection of Pupils

If a pupil is not collected by an authorised adult, staff should ensure that the pupil receives a high standard of care in order to cause as little distress to the pupil as possible.

When a pupil starts at the academy, staff should inform parents and carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child will be properly cared for. Parents and carers of pupils starting at the academy are asked to provide specific information which is recorded on SIMS. This information includes:

- The home address, home telephone number and mobile telephone number.
- Place of work, address and telephone number (if applicable).
- Names, addresses and telephone numbers of adults who are authorised by the parent to collect their child from the academy, for example a child minder or grandparent.

Any change to the initial information provided must be recorded with dates and who provided the amendments, especially if the person can/can't collect. On occasions where parents are aware that they will not be home or in their usual place of work, they must notify the academy and have the details recorded on CPOMS and relevant staff alerted.

Parents are informed that if they are not able to collect their child as planned, they must inform the academy so that back-up procedures can be put into place. If a pupil is not collected from the academy by an authorised adult and the time is such that staff can no longer supervise the child, the following procedures will take place:

- Senior staff should be notified.
- A final call will be made to all primary contacts.
- If no response after 30 minutes, all other named contacts on SIMS will be called.
- If still no contact after 60 minutes then a call will be made to SPOA (Local Authority Single Point of Advice team) on 01323 464222 before 5pm. Out of hours, contact the Emergency Duty Service from 5pm – 8.30am (after 4.30pm on Fridays) on 01273 335906 or 01273 335905.
- All of the above will be recorded on CPOMS.

Missing Pupil Procedure

If a pupil is missing or found to be not present during the academic day an immediate search should be carried out by all available staff. This should also happen if a pupil is missing after being dismissed:

- Alert a SLT member immediately, they will coordinate the following actions.
- Staff should start by checking the register on SIMS and should then check all areas inside in a logical order. All areas should be searched including storage areas, cupboards and play equipment. Staff should then proceed to the outside areas within the perimeter of the academy premises.
- If the pupil is still not located, 999 should be called and the police should be notified. Parents should also be notified at this point. The Principal / SLT will coordinate this communication.

- Staff members should also be dispatched to carry out a sweep of the external areas outside the academy premises. Staff members searching the external areas should carry a mobile phone and work in pairs.
- All members of staff who are checking the premises will carry a radio and immediately inform the academy if the pupil is found.
- When following the Missing Child Procedure it is of the utmost importance that an incident is recorded on CPOMS. This should include details of the child, what they were wearing, the last sighting and of any witnesses as well as the measures taken to locate the pupil. This should be submitted to the Executive Principal following the event.

Appendix 1



3. Links with other policies

This policy should be read in conjunction with the Child Protection and Safeguarding Policy and Keeping Children Safe in Education.