



ONSITE SAFETY PROCEDURES

St Bartholomew's Primary School

Date agreed by Governing Board	July 2022
Signature of Chair of Governors	<i>Bettina Carlyon</i>
Date to be reviewed by Governing Board	July 2024

This version supersedes all previous versions of this policy.

I. DROPPING OFF AND COLLECTION OF PUPILS

- I.1 The main gates (The Peak) are open from 7.45am and children can be dropped off for Breakfast Club in the school hall. A register is taken. At 8.45am the children are taken to their class by the Breakfast Club staff.
- I.2 All three gates (The Peak, Peak Hill and Carlton Terrace) are open from 8.45am at which time parents can enter the school premises. From 8.50am children can go into their classroom where a member of staff will be there to supervise them.
- I.3 Children who arrive at school after 9.00am will go to the school office. They will take a late ticket and be marked as late in the register by office staff. A reason for lateness will be sought.
- I.4 All three gates are locked again at 9.05am. The school gates re-open at 3.20pm. EYFS children are dismissed from class at 3.20pm and the rest of the school at 3.30pm.
- I.5 Any changes in collection must be notified to the school office by 2.30pm and a pink slip will be given to the teacher who will sign to agree that they have seen it and are aware of who will collect the child. If there is any doubt at the end of the day, the parent will be called to confirm arrangements before a child is released to an adult.
- I.6 If a child is not collected from the classroom by 3.40pm they will be taken to the school office where the name is recorded. Parents/carers will then need to collect from the main office. A charge may be payable (see our **Charging and Remissions Policy**).

- I.7 If a child is not collected by 4.45pm and we have been unable to contact the parent/carers about collection, Lewisham Social Care may be notified.

2. COLLECTION FROM AFTER-SCHOOL INTEREST CLUBS

- 2.1 Parents are asked to collect from clubs held in school at 4.30pm prompt. If a child is not collected on time the above procedures will be followed. Persistent late collection from clubs may also result in a child losing their place in the club regardless of any payments made.

3. CHILD MISSING ON SITE

- 3.1 If a child goes missing while on the school site the Senior Leadership Team will be notified immediately.
- 3.2 Consideration will be given to where the child may be hiding/where they are most likely to have gone and then a plan will be put in place to look for the child in a systematic way involving office staff, the pastoral team and any other staff deemed necessary.
- 3.3 If the child seeks to remove themselves from the site when the gates are locked, all strategies will be employed to distract and reassure. However, if they do leave, parents and the Police will be notified immediately. Staff will not give chase.
- 3.4 If a Y5/6 child leaves the school site without permission or without their adult (other year groups) when the gates are open at the start or the end of the day, school staff will be employed to search the area immediately adjacent to the school. If they are not found within a short time, parents and the Police will be notified immediately.

4. ENTRANCES AND ACCESS POINTS

- 4.1 There are three gates on the school site. The Premises Manager and his Assistant routinely lock/unlock the gates at 8.45am/9.05am in the morning and 3.20pm/3.50pm in the evening.
- 4.2 A member of Senior Leadership Team is positioned at the Peak Hill (EYFS) gate and Carlton Terrace (football cage) gate at the end of each day. Office staff monitor the main entrance gate (The Peak).

5. VISITORS AND SAFEGUARDING

- 5.1 Once the gates are locked, all visitors to the school must come to the main school entrance (The Peak) and will be required to identify themselves to the office staff before gaining entry. They will be greeted in the main reception lobby and asked to sign in. A coloured lanyard is given depending on their role.
- 5.2 Visitors coming for meetings with school staff will be asked to wait in the lobby until collected. A safeguarding leaflet is given to them to read as well as information on the general protocol for around the school (outlined on the back of the visitor pass).

- 5.3 Mobile phones are requested to be put away whilst any parents or visitors are on the school site.

- 5.4 Photo ID will be requested for official visitors who may be working with children.

6. SECURITY

- 6.1 The school site is secure and the fence around the school is monitored and maintained by the Premises Staff.

7. PROCESS FOR MANAGING A PARENT'S PHYSICAL OR MENTAL STATE

- 7.1 If a parent displays behaviour that is physically threatening or there are concerns regarding their mental health whilst on the school site, Senior Leadership will be alerted. Measures will be put in place to safeguard any child(ren) who may be present and the parent invited to move to a more private place. If this is not possible, the area will be cleared and the Police will be notified.

8. SCHOOL LETTINGS

- 8.1 Our **Lettings Policy** stipulates that safeguarding arrangements must be in place for all organisations using the facility.