

# Knebworth

Primary & Nursery School



## Child Security Policy

***Date reviewed:***  
***Date for review:***  
***Responsibility:***  
***Classification:***

***November 2017***  
***November 2019***  
***Safeguarding Committee***  
***Public***

## Introduction

Knebworth Primary School works in partnership with parents to support children in every way possible. A Protective Behaviours ethos is embedded within school and children are equipped in how to stay safe at school.

### Definition:

A stranger for the purposes of staff action is . . .

- an unknown person
- a person known or unknown in an unauthorised place
- a person known but identified as undesirable

This school policy is designed to inform children, parents and school staff about our school responsibilities and to enable them to have a clear understanding of the procedures in place.

## Principles

**Objectives for staff** - to maintain alertness amongst staff to pupils' well-being, and to deal promptly and discretely with any threats to security.

**Objectives for pupils** - to maintain through assemblies, videos, presentations, and class discussion, the awareness of what constitutes a danger and how to keep safe and to understand the boundaries of the school site.

## Practice

### *Guidance given to children within the school curriculum*

When some aspect of stranger danger is topical, this may lead to a class role play, assembly, discussion or writing. Children are taught that there are situations where shouting and saying 'No!' is appropriate.

Staff help children to:

- understand that they have rights
- realise what is acceptable / unacceptable behaviour
- declare their feelings and experiences to a trusted adult in school

## Roles and responsibilities: Staff

**Child supervision** is tight and unsupervised opportunities are very limited, particularly for younger children. All staff are required to adhere to the following practices:

### *During school hours*

**Registration** - attendance registers are marked at the beginning of each morning and afternoon session. If a child is absent then it is expected that a parent or guardian will telephone or send a message in. If there is no communication from a parent or guardian then they will be telephoned by midday.

**Break and Lunchtimes** – all children should be outside on the playground during break and lunchtimes for supervision and safeguarding purposes. If a child is inside school during these times then they should be supervised by an adult i.e. working with a teacher in a classroom or eating their lunch which is supervised by an MSA. Children may go to the toilets during these times but they will need to ensure they receive a toilet pass from an adult on duty.

**Unsupervised situations** away from staff rarely exist - except for when a child is on a teacher-set task, e.g. office visit, toilet. There is a responsibility with all staff to question children who are around school but are not in the areas they are expected to be in.

**Leaving the premises** – All children leaving the premises outside of registration time must be signed out using the entry system at the school office by the adult taking the child out. No child is allowed to leave the school premises without a parent or clearly identified person (i.e. someone who staff are satisfied is in loco parentis - normally a letter or parent confirmation will be sought.)

**Identification.** All visiting adults are required to wear an identification badge which is given to them by the school secretary once they have signed in to school.

**Challenge policy** - all staff challenge adults not wearing a badge on premises or adults spotted making contact with children on or near school premises.

### *Outside school hours/ going home*

**After-school activities** - no-one stays after school without prior knowledge of parents, and in all circumstances a permission slip is required from parents.

**Off site Visits** are managed using the Herts Evolve system which is monitored by staff and the EVC.

Up to and including Year 4, teachers escort children onto the playground at the end of the day and ensure that the children are collected by an appropriate adult (see above). Children in Years 5 and 6, as part of independence, are allowed, with parental permission, to walk to and from school.

### *Strangers on or near premises*

**Local incidents** - if incidents are reported locally by the police, then an awareness is usually carried out to parents via parentmail.

**Suspicious situations** - police contacted.

**Exclusion** - there is occasional banning from school premises of undesirable persons.

## Roles and responsibilities: Parents

**All adults entering school** should do so through the front door and report to the office in the first instance.

**Nominated replacements** - if you arrange for someone other than yourselves to **pick up your child, please ensure that we have clear permission from you.** If we have any doubts then your child will not be allowed to leave and you will be contacted.

**All visitors, parents and children use the entry system at the front office.**

## Roles and responsibilities: Pupils

All pupils are required to adhere to the following practices:

**Straight home policy** - children are expected to return home directly after school unless specific arrangements have been made with parents.

**If the parent or collecting adult is not there**, they should immediately return into their classroom and see their teacher, or report to the school office.

Reporting incidents - pupils are encouraged to report observations or suspicious incidents to staff or parents.

## Security of the school site

In order to keep children safe there are specific measures taken to secure the school site.

All gates opening onto the road are kept locked during the day and night. They are opened only at the start and finish of school for 10 minutes to allow access.

All exterior school doors have a key pad security system.

Access at the front door is by security camera and buzzer entry system operated by the school office.

Children are taught where they can and can't go.

All reasonable precautions are taken to ensure the security of the children.

Safeguarding committee reviews security on a regular basis.