

Site security and Access Policy

Hope Nursery School aims to provide a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. At Hope Nursery School we appreciate and encourage positive and active partnerships with parents, however the safety and welfare of the children in our care is of paramount importance.

Therefore:

- Entrance doors are kept locked and should only be opened by a member of staff.
- Playground exit gates are kept padlocked at all times. In the event of an emergency e.g. fire, staff will collect keys for the padlocks from the classroom before exiting the building as part of the fire drill routine.
- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students should report to the Secretary or Principal on entering the school building.
- If parents/carers wish to discuss a matter with their child's teacher, an appointment agreed by both parties should be made. In the case of an emergency, parents should first contact the school by phone.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows.
- Children should never be allowed to leave school alone during school hours and must be collected by a responsible adult and never with another child of school age (under 16).
- Should a child leave the school premises without permission, staff will endeavour to carry out an immediate area search and report immediately to the principal. In the event of the child not being found, parents and police will be informed of the circumstances.
- Parents should escort their children to the school entrance and into the care of a member of staff. Children should not be left at the gate / front door or in the hall area to find their own way into the classrooms, and should never be left outside the school building without an adult.
- Parents should not interrupt class teaching time unless it is deemed urgent and essential.
- All children should exit from the school via the front entrance/exit door and should be collected directly from the care of a member of staff. Parents should ensure that a member of staff is aware of their child's departure.

Thank you for your cooperation and support with this matter and together we can provide a safe environment for our children to learn.