



School Security and Lone Working Policy

Version	2
Date of latest version	January 2020
Date to be reviewed	January 2021
Changes:	

General procedures for locking and unlocking the school site

- The school building is opened by the site manager every morning by 7.00 am and is closed every evening at 6.00 pm.
- The main school gate is unlocked and opened by the site manager in the mornings and closed by the last person on the school site. All teaching staff and the Extended Day Manager have keys to the main gate.
- Teaching staff have keys to the front door should they need to access to the school building earlier or later in the day or during weekends or holidays. (see lone working policy)
- If a member of staff wishes to stay on site after 6.00 pm they MUST liaise with the site manager and agree a time of leaving the premises and an understanding that they will be responsible for securing the building. The site manager will then complete his locking/security routine as normal including closing all windows.
- If more than one member of staff is remains on site after 6.00 pm i.e. parents evening, they must liaise before leaving to ensure that no member of staff is left alone without them being aware.
- The last person leaving the building must ensure that all doors are closed and that all lights are off.

General Security

- All visitors must enter the building via the main entrance. All visitors are requested to sign the visitor book and will be issued with a Visitor badge. The internal front door will remain securely closed whilst children are on site. The main gate to the site will be closed, but not locked, at 9am and re-opened at 2.50pm. The side gate will be opened at 8.40am and will be locked at 9.00am. It will be opened again at 2.50pm and locked at 6.00pm.
- Any adult that stops at the school gate or fence during playtime or lunchtime, or who enters the school site must be approached for identification.

Emergency Access

The following members of staff are nominated key holders and can be contacted for access to the school building in an emergency.

Sarah Vittle – Head Teacher – 07870 214982
Maria Burr – Admin Officer – 07935 609746
Paul Burr – Site Manager – 07525 747512

LONE WORKING

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

Persons at Risk

At Ropley School, people at risk may include anyone who comes into school alone during closure times and particularly the Headteacher, Admin Officer, Class Teachers and Site Manager.

Hazards

These may include, for example:

- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list and individuals will be expected to report all situations to the headteacher or health and safety representative which leave them open to any health and safety issues so that the risk can be assessed and control measures applied where necessary.

Control Measures

All staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety and not do anything to put themselves in danger
- know, and follow, relevant safe working procedures and guidelines
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the headteacher or health and safety representative of any relevant medical conditions
- inform the headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Accident Reporting Form, copies of which are held in the school office.

Where possible, outside of normal working hours, staff should arrange to be in school with others. Staff should inform each other or the school site manager either face to face or by telephone, when they are on the premises and when they are leaving.