



MOORFIELD  
SCHOOL

# SECURITY POLICY

This policy is applicable to the EYFS.



# SECURITY POLICY

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Moorfield ensures that every reasonable precaution is taken to maintain the safety of its pupils and staff.

The following safety measures have been put in place:

- The **front gate** has a key pad and code for entry. During the school day, between 9.00 am and 3.30 pm, entry is by intercom. The office staff will check who is at the gate before releasing the coded lock in order to get through the gate. Between 8.20 and 9.00 am, parents can access the playground through the gate without using the buzzer. At the end of the day at 3.30 pm, again parents can access the playground for a short time in order to collect children. The gate is kept closed at all times except when pupils are arriving at School in the morning and when all the parents arrive to collect their children in the afternoon.
- The front gate is in full view of the office staff who can see any person who opens it.
- All **external doors** from the building have security codes on them except the Nursery which can only be opened from the inside.
- Security codes are changed regularly.
- The front door is unlocked when the pupils arrive in the morning and children are greeted individually as they come through the door. When all the parents arrive to collect their children in the afternoon the open door is monitored by a member of staff. It is locked again shortly afterwards.
- The Nursery door remains locked all day and can only be opened from the inside. It is unlocked during playtimes so that children can access the toilets easily.

**During the pandemic, please see changes implemented as a result of the Covid 19 Risk Assessment**

There is a **safety gate** to the left side of the School building to keep pupils securely within the confines of the front playground.

The back of the school is completely fenced off to increase safety from the side road and to add security; it defines the boundary and has signage as private property.

Pupils in the Lower School **never** go to **the School hall** without being **escorted** by a member of staff.

Pupils are aware of areas of the school where they do not go unattended. Any area from the gate near the school office behind the building is out of bounds unless pupils are moving between lessons or to the pitch at playtime.

CCTV cameras are in operation at the front of the building.

A **burglar alarm** operates when the building is vacated in the evening. All staff members know the code to enable access to the School out of hours.

At **playtimes**, pupils are never outside in the playground or School garden without being supervised by members of staff on a duty rota. They go towards the gate to greet/check anyone who enters during playtime.

At **lunch time** a small group of children may choose to use the pitch for playing with balls. A member of staff is with them with a mobile phone and the first aid kit.

Drafted by:  
Date:  
Next Review:

The Head  
November 2020  
As required