

Hall Grove School – Visitors / Intruders policy

Reminder: School Security – Appointments and Visitors

Please note that all visitors to the school, outside normal drop-off and collection times, are required to report to the School Office (or The Barn for EYFS) – this includes all parents. Unless otherwise directed, all access to the buildings during the school day will be via the front door, where you must report to the School Office to be signed in. If for any reason your child needs to be collected before the end of the school day, please come to the School Office (or The Barn for EYFS) where he/she will be brought to meet you and will be signed out. Parents are advised to allow plenty of time to collect and travel to the appointment and are required to personally sign their child in and out of the school.

All adults are required to sign in at the front office and wear a visitors badge at all times when visiting school. Any adult on the school grounds can expect to be challenged by a member of staff if they are not recognised and are not wearing a visitor's badge. The school occupies an open site and regularly reviews safety – a great deal of money was recently spent upgrading the various CCTV cameras around the school for example.

Key areas to be particularly vigilant:

The path to The Barn, the route to the Outdoor Classroom, the astroturf and the triangular woods

Staff are vigilant and regularly reminded about the importance of challenging visitors

CCTV recently updated

Appropriate ratios in place for moving groups of children around the school, particularly in EYFS

Head counts are regularly taken when moving around the school

Several quieter entrances are protected by key locks

The school is well lit when dark and recently updated

If a visitor is required to leave the school grounds, the school office and Headmaster will immediately be informed by telephone (or in his absence the most senior member of staff on site). The Headmaster/most senior member of staff will then escort said visitor from the premises. If the visitor is deemed to be dangerous or a risk to pupils or staff, the police will immediately be informed and precautions taken to protect the safety of the pupils and staff.

Updated April 2018 by TJGL