



The Grange School and Sports College Policy Document



1. Title:

School Safety Policy

2. Purpose:

To put into place systems that will protect the physical safety of staff and students on site at the Grange School

3. Aims:

- To protect the physical safety of students during the normal working day and during organised enrichment activities
- To protect the physical safety of staff during the normal working day
- To protect the physical safety of staff called out to school after normal hours

4. Policy:

- The school is "protected" by a security fence, with one main entrance
- The entrance is monitored during lunchtime
- Most of the site is covered by security cameras.
- Staff patrol the site at break and at the start and end of school
- SLT and Heads of School/Heads of Year are on duty at lunchtime
- Student reception is manned all day and visitors sign in and out
- Student registers are taken during enrichment activities
- Staff and visitors have badges for identification
- There are panic alarms in main reception and student reception
- During holiday opening times staff sign in and out
- A sweep of the school is carried out when the school is locked in the evenings. Sports wardens and caretaker carry mobile phones for emergency contact
- Security code key pads are in operation in A Block and E Block to prevent access outside normal school hours
- Staff are briefed on "lone working" outside normal school hours
- Members of SLT are the last to leave on parents evenings or other after school events
- Designated staff can be called out after hours to respond to alarms (guidance for safe practice is given in the staff handbook and in job descriptions)

In this case the priority is the safety of the staff involved. For each call out a second person should be contacted and kept updated of events.

If there are any doubts about the situation the police or fire brigade should be called

- Fire alarms are regularly checked and students informed of procedures
- A practice fire drill is conducted at the start of each academic year so all students and staff are aware of the correct procedures
- Teaching staff need to be aware of events in their teaching area. All have a general duty of care for the students in their areas
- Information to be passed to staff through regular briefings and notes as necessary. Regular use of email contacts is used by staff

The School Trips Policy will detail arrangements for when students/staff are on organised trips outside of the school buildings.

5. Relationship to other Policies:

- Health and Safety Policy
- Educational Visits Policy

6. Monitoring, Review and Evaluation:

The monitoring of the implementation of this policy will be the remit of:

- School's Health and Safety Representation
- The Governor Health and Safety Committee
- SLT

Adopted by Full Governing Body: January 2012

Review Date: January 2014