



# TAVERHAM HALL

## Preparatory School

### **Security Policy**

Children **MUST** shake hands with the member of staff seeing them off.

Staff must check children are dressed properly and are tidy.

Any extraordinary collecting times are written on the white board outside the Dining Room.

A register of children's departure times is taken before tea and their departure must be logged by the member of staff who handshakes them. The register is kept in the pantry.

Permission from the form tutor must be sought if a child is to be taken out of school during school hours at any time. Examples on such occasions would be dentist and doctor appointments, attending scholarship assessment days at senior schools etc. There must be a record kept of any child who leaves the school premises for any reason during the school day in the school diary. The Head would expect to be informed should the reason for a pupil being taken out of school be for assessment days etc

Children must be collected by parents from the secretary's office and they must be returned there for signing in afterwards. A child who arrives late in the morning must report to the office first with his/her parents(s). The names of children who leave school early must be written on the whiteboard by the kitchen.

Children out for the evening must be logged out and in as above reporting to the Headmaster (or his nominated substitute). Entry may be made through the Headmaster's flat if necessary.

If a member of staff takes a group of children out for any reason, e.g. sporting fixture, choir, educational trips or social occasion, he or she is responsible for all the children in his/her care. This includes the organisation of transport to and from the event. Where possible school transport should be used. After the event the member of staff is to return to school and to report in, passing on whatever information may be important (see school trips policy). A fully charged mobile is essential at all times.

## **Intruders**

Should a person be seen in the school grounds who appears to be unconnected with the school, the following actions must be taken;

### **Action A**

Decide whether to approach the person and ask if you can be of assistance.

If the person has no business to be in the school grounds, politely ask the person to leave explaining that this is a school where security is important and it is also private property. Thereafter immediately inform the Head, Deputy Head, Head of the Pre-Prep and Nursery through the school secretary.

### **Action B**

If you feel that it is unwise to approach the person, then contact a senior member of staff immediately giving details of whereabouts, gender, and a description of dress.

The Head or substitute will intervene and carry out Action A.

### **Action C**

All senior members of staff must be informed as soon as possible stating what has occurred and if a status of alert is required. The Headmaster or designate must inform the police if the situation is considered to be serious and action must be taken to safeguard children immediately by bringing them indoors and securing the building. A copy of the local number for the police is available in the Head's flat and the main office.

**It is important for staff to use their judgement and if they feel uncomfortable in any way they should not approach the aforementioned individual.**

Reviewed January 2010