



John Logie Baird Primary
and
Early Learning and
Childcare Centre
Safety and Security Policy



Safety and Security Policy

Introduction

Our aim is to ensure children and adults remain safe and secure within our premises. We have a duty of care and welfare to our children hence the following procedures have been drawn together to ensure this is effected: in light of covid 19 Scottish Government Guidance mitigations will supersede this policy. The school community will be informed of this separately.

Roles of staff

All staff have a responsibility to ensure all children remain safe during the school day and any school related activities off premises and out of hours.

Ultimate responsibility lies with the Headteacher who has a duty to ensure all staff are clear on principles and procedures.

Visitors to our school

All visitors to the school must be met at the front door, enter and sign in under supervision of a member of staff, primarily office staff. A visitors badge must be visible on the visitor including all contractors etc. They will be escorted to their intended location by a member of staff unless they are covered by an up to date enhanced disclosure which has been seen by the Headteacher. Any adults who are found on school grounds outwith drop off times such as nursery and school opening and closing times are to be approached and directed to the nearest exit and advised to use the routes outside of the school grounds.

Children

Entry to school

Gates will be unlocked from 8.50am and locked at 9.10am approximately. Car park gates are closed shortly after 9am and are to be closed after vehicles exit until 3pm. Entry to the school is via the front gate. Parents of P1 and P2 children are permitted to stand at the designated painted spots at the back gate. Parents of ELC children should enter via the front gate, making their way around to the entrance in time for 9am.

Exiting the school

Gates are unlocked from 2.45pm.

Wet playtimes

A sign will be displayed at each playground exit and written on the board in the main hall to indicate whether it is a wet playtime or outside playtime.

The janitor will supervise the cloakroom area including monitoring toilets and fire exits should any child have mistakenly made their way out of the building.



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Should children be outside in the first instance and subsequently brought indoors a member of staff must cover the whole playground to ensure all children are safely inside. Five rings of the bell at this time will give children and staff notice.

Children will be supervised by support staff. In Primary 1, to go to the toilet, children must use self-registration cards to indicate they have left the classroom and on return replace their name card. Support staff must regularly check which children have returned and regulate how many leave. Should a child be longer than usual support staff must alert the member of staff supervising in the cloakroom who will then investigate. Should the child not be found within 5 minutes the Headteacher is to be alerted immediately or if not available, the Leadership Team.

All other children go to their classrooms. A timetable will indicate which landing support staff will supervise each landing. Children who require a quieter area are to sit in the landing area under supervision of the member of staff designated to this area unless alternative arrangements have been made for specialist provision.

Children should be encouraged by their teacher to go to the toilet on the way to their classroom. Should children need to go to the toilet when in their classroom, they must ask permission from the adult supervising the landing. A queuing system may need to be employed if necessary, giving due regard to individual needs.

Wet Lunchtimes

A sign will be displayed at each playground exit and written on the board in the main hall to indicate whether it is a wet lunchtime or outside lunchtime. Five rings of the bell prior to lunchtime will give an early indication.

The janitor will supervise the cloakroom area including monitoring toilets and fire exits should any child have mistakenly made their way out of the building.

Should children be outside in the first instance and subsequently brought indoors a member of staff must cover the whole playground to ensure all children are safely inside. Five rings of the bell at this time will give children and staff notice.

All children will remain in their classrooms with activities provided by their class teacher. Primary 1, 2 and 3 and 4/3 proceed to the main hall in the first instance for their lunch. All other classes will be directed to lunch and supervised by staff when required. Upon finishing their lunch children line up in a queue where P7 lunch monitors lead children to the cloakroom area. Any child wishing to access the toilets from the lunch hall must request permission from an adult to leave and wear a coloured band.

When P7 lunch monitors leave the hall children continue to line up when a member of staff escorts them back to the cloakroom area. Children who require a quieter area are to sit in the landing area under supervision of the member of staff designated to this area.



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Regular checks will be made by staff to ensure they know the whereabouts of all children on the landings. The Senior Leadership Team will support wherever possible.

Should any member of staff have a concern about a child's whereabouts the Headteacher is to be informed immediately or if not available, the Leadership Team.

End of school day

All classes are to be escorted downstairs, stopping at each landing to control pace. Primary 1, 2 and 3 class teachers wait with their children until a parent/carer or known adult collects them. Primary 4, 5, 6 and 7 classes are dismissed at the doorway as a whole. The class teacher must ensure all children have left the building in an orderly manner.

Excursions and Residential Experiences

Risk assessments must be completed to account for any potential risks to children or adults. Excursions and residential experiences must be approved by the Headteacher or if not available, the Depute Headteacher.

Policy created by the Leadership Team in consultation with members of staff.

Policy to be reviewed in 2024