



St James' Lanehead Church of England Primary School

School Security Statement

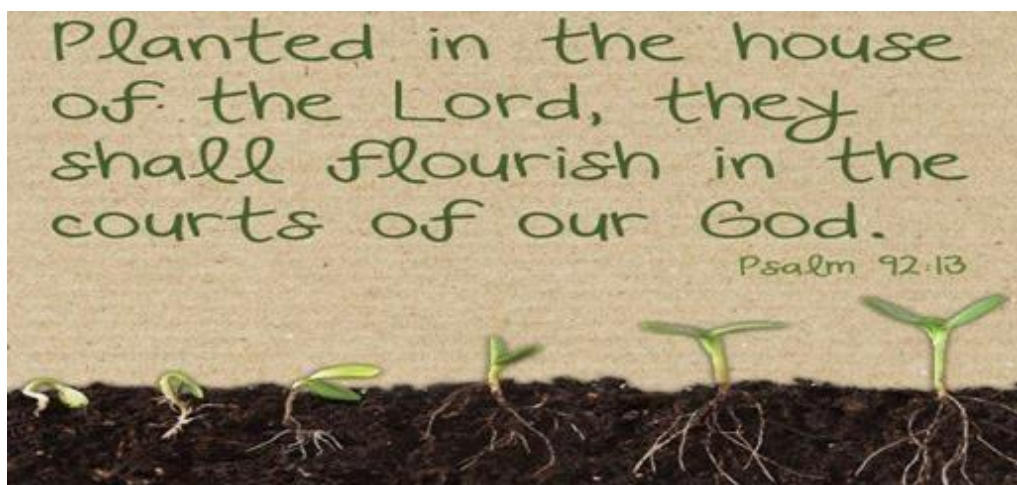
Date of Policy:	January 2021
Person Responsible:	Mrs M Dugdale
To be reviewed:	Annually
Review Date:	January 2022



St James` Lanehead C of E (VA) Primary School

Mission Statement

Our church school seeks to inspire each individual to flourish, grow and learn with Jesus at the heart of all we do.



School Security Statement

- The safety and well being of pupils, staff and visitors to the school is of paramount importance.
- The school will be accessible to all visitors between the hours of 9.00 am and 3.30 pm through the main entrance door which is protected by video surveillance and electrically operated locks.
- Pupils must not let visitors into school. Staff and visitors to school will be instructed not to admit any visitor who has failed to give a satisfactory explanation for their visit.
- Personal details e.g. telephone number, address etc. of pupils or staff will not be given out to an unknown third party without consent.
- However, basic details can be requested and given to NHS/Lancashire County Council/DfE/Lancashire Constabulary for information purposes only and in line with the General Data Protection updates.
- All visitors are expected to report to the school office, where they will be asked to sign in via the Inventory system. They must also sign out when leaving the premises.
It is essential that the rear exits (KS1 yard and Kitchen Entrance) are kept locked at all times and that the doors are only opened at Playtimes; Lunchtimes on the field; Exiting for coach trips; Exiting for Swimming or PE.
- Staff leaving the building after school must sign out
- Pupils must be signed out when leaving the building.
- All gates will be locked promptly.