

Safety and Security on the School Premises

The Board recognise and accept their responsibility to provide a safe and secure environment for children, employees, and visitors to St Thomas's School. The school's security procedures will operate within the framework described in this policy.

Arrangements

The school has agreed the following arrangements to ensure the safety and security of students, staff, and other persons using the school premises.

Information and Communication

All staff must be aware of the school's safety and security procedures, especially staff that have been given a specific role to play.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of sharing use of the building.

Parents will be informed about the school safety and security arrangements and any part they are expected to play, e.g., when visiting the school or at handover times.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of students leaving the school grounds during the day or of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. St Thomas's School has balanced the need to remain a welcoming environment to the community and safeguarding students. This ethos is very important to our school.

School Site

The school will take all reasonable efforts to restrict access to the school site to prevent unauthorised access to students and ensure the personal safety of staff.

The main building has access entrance via main reception.

The main school gates are locked at dusk and opened at 8:15am each school day. They remain locked throughout the school day and are opened for parents at 2:55pm. On the weekends the security company close the gates at dusk and open them around 9am to allow our community to access the school grounds.

Visitors

All visitors report to the reception area on arrival and sign in.

All visitors who are moving around the school are issued with a badge to be worn at all times. This includes parents or helpers who are not in school on a regular basis, contractors, and any other person that is not school staff.

Any person on site without a badge will be asked to accompany a member of staff to the reception area or be asked to leave the site.

Supervision of Pupils

Times of the day when supervision is part of our safeguarding procedures –

- 7:00am – 8.30am – Kelly Club in main school hall. One main supervisor and one subsidiary supervisor. A register of attendance is kept.
- Start of school day – the gates are open to allow access. Gates locked at 8.55am for additional security. Teacher supervision does not start until 8.55am.

- Lunchtime – all parts of the school site are access controlled and supervised.
- End of the school day at 3.00pm
- After school Kelly Club – a member of Kelly Club staff will always be present when the after-school club finishes to ensure that everyone is safely collected by an appropriate adult.
- Visits and trips – all children are appropriately supervised during educational visits and risk assessments are carried out using the RAM system. Staff keep in touch with the main school by telephone so that we have up to date information regarding arrival times, etc. for both staff and parents. RAM forms are kept and always available which cover procedures and emergency contacts.

Cooperation with Third Parties and Community Groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Supervision of Contractors

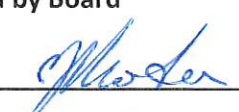
- All contractors will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and at the times agreed.
- They will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Students Arriving and Leaving School

Because of the narrowness of Allum Street and the density of traffic at the beginning and end of the school day, there is a high risk of danger to children who are being dropped off in the morning or picked up in the afternoon.

To contribute to the safe arrival and departure of pupils the Board of Trustees will implement the following guidelines.

- Communicate regularly with the students and the community that when arriving and leaving school they must use either the Kea Crossing on Allum St or the crossing on the corner of Allum St and Kohimarama Road.
- Require on several occasions throughout the year that class teachers reinforce safe practices that should be followed by children being dropped off or picked up in the vicinity of the school gate.
- Liaise with the Auckland Transport to ensure that on occasions the Department's traffic wardens visit the school at appropriate times to observe the traffic situation and issue offence notices if appropriate.

Ratified by Board	
Signed	
Date	22/9/21