

Dear Parents/Carers

RE: Safeguarding

Due to recent changes in safeguarding legislation, we have reviewed the safety and security of the school. We have to acknowledge that times have changed, and what was once acceptable for school security is no longer the case. We do not want to create a fortress, but we do need to provide a secure and safe environment, as well as an attractive place to study.

I appreciate that this is a cultural shift for many of us, but we need to consider the safety of the children and the wider school community. Having discussed this with Governors, I have sought advice from the Local Authority Health & Safety Buildings' Officer and the School's Link Adviser, and they have independently suggested various ways to improve the safety and security of our premises.

It was generally agreed that we review all access to the building, as the current freedom of movement presents serious safeguarding issues. However, it was also accepted that we did not want the "open and welcoming" culture of the school to be affected by any changes.

The main problem is that there are two main entrances, but other doors which lead directly into the three buildings once on the school site. We have therefore come to the following conclusion.

- The Hadfield Road gates will be open just before 7.50am to allow access for children attending breakfast club. **We would ask that children are not left unattended on the school yard before this time**, as there will be no staff supervision.
- The gates will close at 9.00 am - children arriving after this time should report to the school office to be signed in. Apart from those children attending breakfast club, access before **8.50 am** will be restricted to the office entrance.
- A member of the Senior Leadership Team will be outside at the start and end of day.
- At the end of the day, gates will be open at **3.25pm**.
- **All** visitors to the school, must report to the school office via the Queen's Street entrance and register their details in the Visitors' Book. Visitors will be issued with a pass displaying their name. Passes should be returned to the Reception Desk at the end of the visit.

- Visitors will not be allowed to walk around the building unescorted.
- Parents are not permitted to enter the school premises at the start of the school day (unless a prior arrangement has been made) If you need to speak with your child's teacher, either give a message to the staff on the yard, or an appointment can be made at the school office.
- If you need to pick your child up before the end of the school day, please report to the office where a member of staff will collect your child. **Parents are not permitted to enter the school and collect their children themselves.** This is a direct legislative order of safeguarding requirements.

We regret that access to the school office can only be made via the Queen Street entrance and **not** through the main school.

We thank you for your understanding in this matter and hope that you will continue to support us in our priority to keep our children safe.

I have also attached a copy of our parent's safeguarding leaflet for your information.

Kind regards

Amanda Cornwall

Headteacher