

# **NORTHWICK PARK PRIMARY AND NURSERY ACADEMY**

## **POLICY FOR SCHOOL SECURITY AND CRITICAL INCIDENT POLICY.**

### **School Security.**

At Northwick Park Primary and Nursery Academy the safety of all pupils and staff is accorded the highest priority. We have in place practical school security guidance from the DfE which advises on dealing with intruders. We have evacuation plans in the event of fire or bomb threats approved by the emergency services.

The school site is protected by fencing and security lighting. The only entrance is through the main gate. A back gate for access is opened at the beginning and end of the school day. Visitors are unable to enter any part of the school from outside the building. There is an intercom entry system at the main entrance and push buttons at all other entrances.

Police checks are carried out on all members of staff and parent helpers in accordance with DfE and LEA guidance.

All visitors to the school are only able to enter the building via the main entrance. They are required to sign in and out of the school and wear an identity/visitor badge while on the premises.

Contact information for children is kept in folders at the office and on the main computer. This can only be accessed by the Admin. Manager, Admin Assistant and Teaching Staff. The accuracy of this is checked annually by the class teacher with children's carers. Contact information of a sensitive nature is held by the Headteacher and shared with other members of staff as necessary.

Parents/Carers who need to collect children during the day are asked to inform the school at the beginning of the day so arrangements can be made. At the end of the day children will only be allowed to leave with their known carers. In the event of the school not being informed of a change in arrangements children will be held at the office in the care of a member of staff until the main carer can be contacted.

### **Fire Procedures**

Fire extinguishers are located around the school. These are checked annually by the Fire Brigade. Fire exits are clearly marked. Designated Fire Marshalls have annual training. All class bases display procedures to be followed in the event of the fire alarm being rung. Assembly places are clearly marked. A termly fire practice is taken and logged. This log is inspected by the Fire Brigade and when possible a practice evacuation of the building in the event of fire is observed.

## Emergency Arrangements

Should a public warning of impending emergency occur during school hours, parents will be requested to collect their children. Where this is not possible, children will be looked after by school staff and await further instructions from the Police. If evacuation is necessary – this will be to Cornelius Vermuyden School. The children will walk across the field where a gate is located. If this is not possible, transport will be arranged and a reception centre will be opened where children can be cared for until they can be collected.

Policy to be reviewed in 2017.