

# Mugginton Church of England Primary School

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## Access to School Premises for Parents and other visitors

### Contact details:

<b>Headteacher</b>	Joseph Green (01335 360261) headteacher@mugginton.derbyshire.sch.uk
<b>School Bursar</b>	Vanessa Horobin (01335 360261) info@mugginton.derbyshire.sch.uk
<b>Designated Safeguarding Lead</b>	Joseph Green
<b>Deputy Designated Safeguarding Leads</b>	Emma Dennis, Debbie Wallen
<b>SENCO</b>	Emma Dennis
<b>Safeguarding Governor</b>	Catherine Stroud

### Introduction

Mugginton Church of England Primary School provides a safe and secure environment where our children can learn and have fun. External visitors and temporary staff who do not hold a full Disclosure and Barring Service Certificate are never left unsupervised with children within the school buildings or on the playground and are made fully aware of all relevant policies and procedures via our Staff Handbook, Induction and the website. We are committed to taking all reasonable measures to make sure our school is secure and that access by unauthorised personnel is prevented and deterred at all times.

## **Procedure**

### **Parents**

Part of what makes Mugginton such a special place is the close, trusting relations between parents and staff. Staff are committed to being available to parents as frequently as possible at the beginning and end of the school day and also via email (see 'Talking to Staff' document on school website). However, it is vital that we have a clear and consistent policy for 'drop-off' and 'collection' because nothing is more important than our children's safety.

### **Arrival at School**

All parents and visitors are required to enter school through the main entrance regardless of the time of arrival. There is a buzzer to the right of the entrance door which connects to the door release button in the office. This allows all visitors to be greeted by Mrs Horobin or Mr Green in the office. Please do not knock on the junior door or try to gain entrance through this door because it is vital that staff know exactly who is and who is not in the school building at any time.

Visitors will be asked to sign in and out of school using the book in the office. Staff are required to establish the name and purpose of all visitors to school. Photographic proof of identity will be requested for visitors coming in to work with children or volunteer in school. Official ID cards must always be checked for visitors from Statutory Agencies or Authorities. Fire procedures will also be explained.

### **Contractors and Repair Staff**

Any unchecked staff, for example repair or maintenance contractors, will be supervised and not left alone with children at any time. The use of adult toilet facilities will be supervised by a member of staff waiting outside of the toilet area. Repair and maintenance contractors will be given clear instruction by the Headteacher or Bursar on what to do if an unsupervised child or children were to enter the area where they are working. They will also be told about the importance of ensuring the security of any tools, equipment or substances they are using. When they have completed their work, the visitor should sign out using the Visitors Book and note the time of leaving before exiting via the main entrance.

The Headteacher may refuse entry to, or instruct to leave, any visitor who does not have a statutory right to be on the premises or whose presence is considered unreasonable, unnecessary and/or disruptive. If a person arrives at the School apparently under the influence of alcohol or substances, or displaying threatening or potentially disruptive behaviour, staff should deny admission and refuse contact in the young person's best interests. The Headteacher or Senior Teacher would need to be contacted immediately

**Please see below for child drop-off and collection arrangements**

## Daily Drop-off and Collection Arrangements

Time of Day	Infants	Juniors
<b>8am until 8.50am (Early Birds)</b>	Children booked in to Early Birds club can enter school with their parent/carer by buzzing on the main entrance door and can leave via the junior door once their child has been signed in to the club. Please do not allow others access to school by the junior door as you leave so we know who is in school.	
<b>8.50am – 9am</b>	Children can be dropped on the playground at any point from 8.50am when a member of staff is on the playground. The children will enter school together at 9am via the main door.	
<b>Late Arrivals</b>	Please use the buzzer at the main entrance. Mrs Horobin will welcome your child into school, record their attendance on the school register and check whether or not they need a school dinner.	
<b>Parents dropping off items such as lunchboxes, PE kits or musical instruments or collecting children for an appointment</b>	Please use the buzzer at the main entrance & leave the item with Mrs Horobin.  Please let school know in advance if your child has a medical appointment during school time which cannot be avoided and collect them from the main entrance.	
<b>End of the School Day 3.15pm</b>	Your child will be dismissed from the main door with a teacher supervising from the entrance area.	Your child will be dismissed from the junior classroom door with a teacher supervising the area.
<b>End of After-School Club 4.30pm</b>	Children will be dismissed directly from the playground when the weather is warm enough to run outdoor after-school clubs. Please wait by the gate for the member of staff to dismiss the children.  After a club held inside school, children will be dismissed from the main entrance at the end of the club. If you arrive early please use the buzzer to contact Mrs Horobin or a member of staff.	