



### **Contextual Statement**

**As a school that has been recognised by Surrey LEA as 'providing for some of the county's most vulnerable children many of whom have been difficult to place' and recognised by Ofsted as 'unique' we are very aware of the importance of our context. Security and feeling secure is essential to the mental health recovery and well-being of our young people.**

### **Security and Collection Policy (Adults on site)**

- **Locks**

During teaching sessions the main entrance of the Provision is locked to the outside. Entry can only be gained by ringing the main bell and visitors need to sign in at Reception. At the door school staff will check who the visitor is and make sure they follow the sign in procedures:

1. Check reason for visit and check photo ID
2. Visitor to read the safeguarding and safety sheet appropriate to their role and purpose of the visit – notified that by signing I they are formally agreeing to these statements
3. Formal sign in and visitor badge issued
4. Shoes removed or covered, hand gel applied and reminders given about not interacting with students (if required)

- **Drop off**

When children are dropped off we ensure that it will be the same parent / taxi driver collecting. Where a different individual is collecting it must be someone already known to the school and identified within the student registration form. We reserve the right to not allow the child to leave if we are at all wary or suspicious of an individual unexpectedly collecting the child, and we are unable to make contact with the parent. Whilst this may be inconvenient for you we ask parents to understand that it is ultimately for student safety. At initial registration parents will have identified the individuals who have permission to collect their child.

- Non collection or persistently late collection

If parents fail to collect their child at 16:00 due to an emergency situation, we will assume the responsibility of 'loco parentis' until they are collected. It is very distressing for students to be dropped off late or collected late, and leads to heightened anxiety. If it is a regular occurrence you will need to meet with the Proprietor of school and the DSL to discuss how the situation could be improved. Late arrivals and collections are noted in the register.

- Runners

Although we do not take young people with a history of absconding (see admissions policy) we know that it is a potential risk. Some children run when they are very anxious and may attempt to exit the premises. If a child leaves without permission a door alarm sounds. Our procedure is to follow the child at a safe distance and encourage them to engage when ready. A staff car will be used to transport the child and following tutor back to the centre. If a child were to leave without staff knowing (which is highly unlikely as the staff to child ratio is 1:2) we call the police after 5 minutes of searching the local area. We call this the 'Not found in Five' rule and our local police have visited to reinforce this to the students with us. The local police are aware of the vulnerabilities of some of our children and work in partnership with us. We would only intervene physically if a child was running into the road as legally we need to protect that child and can use reasonable force to do so.

PLEASE ALSO SEE OUR EVACUATION AND INTRUDER ON SITE POLICY

PLEASE ALSO SEE OUR TRAVEL POLICY – This includes information about relationships and procedures with taxi drivers

Last update: February 2021

Next Review: Annual