



*Arun Court School: Policy Number 8G
(Safety- Policy Suite 8)*

Arun Court School- Security & Collection (Adults on site) Policy

Includes missing from site protocols

– last updated April 2021

Ratified by EMAT sub-committee meeting on:.....

Signature (+ date) Chair of EMAT Pupils, Families & Community Committee

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Signature (+ date) Proprietor:Mrs Beverley-Sarah White

Signature (+ date) Associate Principal of SchoolHannah Ebling

Date of next review: April 2023 (Reviewed at least Bi-Annually)

Please read all policy documents in the main policy file, in particular you should read suite 8 in conjunction with this policy. You should also read the standards for employees (policy 13G) and the staff code of conduct (Policy 13D). Staff should also consider policy 13C, whistleblowing, carefully.

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 and there are alarms on all exit doors. 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.

The reasons for having a named individual that collects, and very close monitoring of changes in transport drivers also, is related to safeguarding. This is fully explained to parents through our safeguarding workshops annually, including the risks of sexual exploitation and grooming.

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.

Child Missing / Running off the secure site

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.

Due to the high staff ratio and door alarms it would be highly unlikely that a child exits without staff knowing they have done so. Students also hand in their phones at the start of the day and have supervised use at lunch periods, so the risk of a friend contacting them to meet up or them reacting to a message is significantly lowered.

Teachers check class groups upon the return from breaks however and breaks are supervised by staff. If a child is not present, then the SLT are alerted immediately, and a rapid 5 minute search of the site takes place (see our 'found in 5' rule). If a child was thought to be missing the police would be informed immediately after the search, whilst at the same time a further search of the school and local area would take place. Core information such as last sighting and interviewing friends about what may have happened would begin so that we could ensure that the emergency services are given as much information as possible.

Safeguarding concerns

We take safeguarding seriously at Arun Court and any concerns over adults dropping off/collecting children under the influence of drugs or alcohol will be prevented from taking their young person off of the premises. In such cases the safeguarding policy will be followed and police and social care called.

Staff are also especially vigilant to the potential for child sexual exploitation or criminal exploitation in our setting. Where we suspect that a young person is at risk and that this may be the cause of attempting to leave or we have concerns regarding an attempt by an unknown person to collect them, our safeguarding policy will be followed and this will be escalated.