



# Security Protocols and Procedures

This applies to all:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school campus during the school day or after school

activities (including tutors, sports coaches, etc.)

- Governors of the school
- Parents
- Volunteers
- Students
- Local authority staff
- Building/Maintenance contractors
  - Visitors to the School

• All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedures below.

Before they enter the school campus, all visitors must report to the Security Desk first. No visitor is permitted to enter the school via any other entrance under any circumstances. At the Security Desk, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.

All visitors will be asked to sign the Visitors Record Book which is kept at the Security Desk, making note of their name, organization, contact details, who they are visiting and the time of visit.

All visitors will be required to wear an identification badge or red CIS sticker – this must remain visible throughout their visit.

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Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the front desk to pick up the visitor. The contact will then be responsible for them while they are on site.

### **Visitors Departure from School**

On departing the school, visitors MUST leave via the Front Gate and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge/CIS sticker to the Security Desk

### **Unknown/Uninvited Visitors to the School**

- Any visitor to the school campus who is not wearing an identity badge /CIS sticker will be asked politely who they are and their business on the school site.
- They will then be escorted to the Security Desk to sign the visitors' book and be issued an identity badge/CIS sticker. The procedures under "Visitors to the School" above will then apply
  - In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the Principal will be informed promptly.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.