

# School Buildings Safeguarding Audit

To assist schools in evaluating school site security under their safeguarding and Child Protection duties

School: **Highwood Primary School**

Date carried out: **10/9/18**

By **Cathy Cox (Headteacher), Mandy Adcock (Deputy Headteacher)** in consultation with the **Senior Leadership Team, the Governing Body and the Site Manager**

**SAFEGUARDING and CHILD PROTECTION**  
An audit for school governors, headteachers and staff

**This audit has been designed to assist schools in ensuring that they have the evidence to show that their procedures are good and to identify any actions needed to make improvements. Please answer questions with a 'yes' or 'no' and then, if required, use the 'Actions' column to identify actions required or desired, with a time frame in the 'By' column.**

1	The school perimeter	Answer Y / N	Actions	By
1.1	Does your school have a perimeter fence that is at least 6 feet high?  Please explain if not and identify the action(s) you are taking if action is required.	Y	The site has a secure, well-maintained perimeter fence which is regularly checked by the Site Manager and Caretaker.	CC KM KS
1.2	Are all access gates secure?	Y	All access gates are secured with padlocks or combination locks. During the school day the entrance and exit to the drive through and the pedestrian gate at the front of the school remain open – this is a safeguarding risk as the area at the front of the school can be accessed by the public. This risk is mitigated by secure locks on the access gates into the school from the drive through and a secure buzzer system in the Office area. A member of staff is always on duty in the Office during the school day to manage visitors to the site.	Office Staff KM KS
1.3	Do you have control over your access gates? E.g. buzzer in the school office.	N	The access gate on Mead Way is visible from the Office and CCTV cameras monitor traffic	Office

	<p>If not please explain and identify any action(s) required.</p>		<p>and pedestrians entering through this gate. The exit gate on Bushey Mill Lane is not visible. Traffic should only be exiting this way. Pedestrians are able to walk down towards the Office. The gate into the Early Years entrance is on this path. During the school day it is kept locked. At pick up and drop off time this gate is managed by the Early Years staff and the site staff. In order to keep this entrance as secure as possible only parents of children in Nursery and Reception enter this way. Parents are invited in to settle their children and communicate with staff. At the end of the Nursery session (11:50am) the exit gate is managed by the Early Years staff who ensure the safe exit of the Nursery children. Reception children are at lunch or preparing to go to lunch supervised by staff who are aware that Nursery is closing.</p> <p><b>NB: Police advice is that the gates to and from the drive through are locked during the school day.</b></p>	<p>EY staff KM KS</p>
<p>1.4</p>	<p>Do you check the identity of visitors at this point?</p> <p><i>E.g. do staff ask their name? Have they ever refused entry? Do you have a list of visitors expected for that day?</i></p> <p>If not, please explain and identify any action(s) required.</p>	<p>Y</p>	<p>All visitors to the Office are asked for identification. The Office staff are always aware of visitors who are expected. All visitors are required to sign in and are given a visitor's badge. They are provided with a copy of the Safeguarding Quick Reference Guide (if it is their first visit). The Office staff refuse entry if a visitor cannot be identified and call a member of SLT.</p>	<p>Office SLT</p>

			Visitors are asked to wait in the foyer (outside the coded door) to be met by members of staff and escorted into the building.	
1.5	<p><b>For Primary</b></p> <p>Could a child exit the gate following a visitor being let in or out of the premises?</p> <p>If Yes, please explain and identify any action(s) required and if there is a risk assessment in place.</p>	N	<p>During the school day the children do not have access to the front of the building (where the open access gates are situated). The coded door leading into the foyer is managed by the Office staff.</p> <p>The button to open the exit door from the inside has recently been moved up to adult height so that children cannot let themselves out – this was a significant safety risk. Staff remain vigilant as some of the older children are tall enough to reach the button.</p> <p>Staff always accompany visitors through this exit door, stand at the door to let groups of people out or ensure that the Office staff are managing the door.</p>	Office Staff KM KS
1.6	<p>Once someone has entered through a gate are they channelled directly to the school office?</p> <p><i>Consider if a person is more likely to wander around and find another entrance? How clearly is the school office sign posted?</i></p> <p>If no, please explain and identify any action(s) required.</p>		<p>The main entrance on Mead Way is in direct view of the Office. The main entrance is clearly signed.</p> <p>The Bushey Mill Lane gates are marked as an exit for vehicles. The pedestrian path leads to the Office (passing Early Years). The Key Stage 2 gate (on Mead Way) is locked during the school day as the opening of this gate allows access to all areas of the school through multiple entrances (6 in addition to the classroom doors and cloakrooms).</p> <p>There is a significant risk of visitors accessing</p>	Office  SLT KM KS

			the site – and no access to the Office- via this gate. At the beginning and end of the school day the caretaker ensures that the access points are secured before parents and children enter and exit the site.	
1.7	For any access point that is not secure at this point, do you have a risk assessment in place?	Y	The 6 gates/doors that lead into the school are secured before the Key Stage gate is opened. The gate at the end of the Key Stage 2 courtyard is managed by a member of staff in order to ensure that children enter and exit safely.	SLT KM KS
<b>2</b>	<b>Children's arrival and dismissal</b>	<b>Answer Y / N</b>	<b>Actions</b>	<b>By</b>
2.1	Do staff man the access gates at the beginning and the end of the day? <i>How many staff are on 'gate duty'? Is this adequate?</i>  Do these staff understand their role and challenge unauthorised people?  If no, please explain and identify any action(s) required.	Y	Historically the Early Years and Key Stage One children at Highwood have had a longer school day than most Primary Schools. Governors have reviewed this and the staggered end times to the school day also alleviate issues for parents picking up from multiple points. The Early Years gate is supervised by the Early Years staff. Parents of children in this Key Stage enter with their children and are invited to join in with 'Busy Fingers.' The caretaker locks the gate at 9:15am. Early Years staff manage the end of Nursery and the end of the Reception day by calling children once their parent/carer has been identified at the gate. If children and parents from other Key Stages were to access via this entrance it would pose	Gover nors  EY staff KM KS

		<p>significant risks for the children in Early Years.</p> <p>Key Stage One meet and exit via the main entrance. Staff meet and greet parents and carers at the beginning and end of each day. A member of SLT is also on duty to assist with managing the entry door into the school.</p> <p>Key Stage Two meet and greet via the Key Stage Two entry gate. Lining up of classes takes place on the Netball Courts/ slope. Teachers meet and greet children and parents at the beginning and end of each day. A member of SLT is on duty to help manage the Key Stage Two courtyard gate.</p> <ul style="list-style-type: none"> <li>• There is an identified risk for children and parents/carers having to walk along Mead Way from the front of the school (particularly if there are children in more than one Key Stage). A mitigating plan is to open the access through the Service Yard which leads along the side of the building to the Key Stage Two gate. The Service Yard and Kitchen entrance pose risks which need to be mitigated and this access has steps at the entry which will impede access for parents with buggies. It has been decided (19/9/18) that to make this area available is safer than Key Stage Two using the road.</li> </ul>	<p>KS1 staff Office SLT</p> <p>KS2 staff SLT</p>
--	--	---	--

			Staff on duty do challenge and/or offer assistance to 'unauthorised' people – this poses a risk to the safety of the member of staff as these communications can be met with significant hostility.	
2.2	<p>Are parents or visitors able to enter the building during these times?</p> <p>If yes, please explain and identify any action(s) required.</p>	Y- EY N- KS1 and KS2	<p>As stated above Early Years parents are invited in to settle children and communicate with staff.</p> <p>KS1 and KS2 staff meet and greet parents and are available to receive important messages on entry and exit. Parents are asked to make an appointment via the Office if they require a longer meeting.</p> <p>It is the responsibility of the Site Manager and Caretaker to ensure that all other access routes are secured at these times.</p>	All staff
2.3	<p>How do you ensure that intruders are identified and challenged?</p> <p>Primary: <i>How would you know if an intruder came in at this time?</i> <i>Are parents/carers aware of their responsibility to alert school staff?</i></p> <p>If no, please explain and identify any action(s) required.</p>	Y	<p>Members of SLT are on duty at the 3 points of entry.</p> <p>Teachers and Teaching Assistants very quickly learn to identify parents and carers of the children in their care. Children in Key Stage Two are asked to identify adults they are going home with and to stay with the teacher until they can see them.</p> <p>Any messages from parents about alternative pick up arrangements are communicated to staff before the end of the day.</p> <p>Parents have assisted staff in identifying intruders in the past – we are in no doubt that this will continue.</p>	SLT All staff KM KS

			<ul style="list-style-type: none"> <li>Historically there has been an issue with secondary pupils accessing or attempting to access the site (on bikes and on foot). Staff will continue to alert the police if encounters become challenging</li> <li>The courtyard gate must be secure in order to minimise the security risks of intruders accessing the building without being seen due to the amount of doors leading into classrooms</li> </ul>	
2.4	<p>Are risk assessments in place for the beginning and the end of the school day? When was the last review?</p> <p>If no, please explain and identify any action(s) required.</p>	Y	<p>Over the past 2 years (following the flood and subsequent building works) there have been very regular risk assessments and reviews carried out.</p> <p>The Ofsted inspection in November 2017 praised the school's Leadership Team for the excellent safeguarding measures including the vigilant responses to changes in circumstances as the building work progressed.</p> <p>This risk assessment forms part of the most recent review.</p>	SLT Governors KM KS
2.5	<p><b>For Primary</b></p> <p>Do parents understand that they should not attempt to distract the school staff with responsibility for greeting and dismissing children?</p>	N	<p>There have been occasions that there have been difficult exchanges between parents and staff. Parents are welcome and encouraged to be a part of our school but only short, important messages can be given when teachers are actively supervising children. Newsletters and other communications are used to remind parents that appointments</p>	Staff  Office

			need to be made via the Office for more detailed meetings. Parents are also welcome to speak to the member of SLT who is on duty.	
<b>3</b>	<b>Pupils</b>	<b>Answer Y / N</b>	<b>Actions</b>	<b>By</b>
<b>3.1</b>	<p>Are pupils able to identify people who are authorised visitors in your school?</p> <p><i>How do you know that a pupil would alert the school if they suspected an intruder was on/in the premises?</i></p> <p>If no, please explain and identify any action(s) required.</p>	Y	<p>All visitors wear badges at all times. PSHE sessions on safety take place regularly and children at Highwood are particularly alert around this area of safety due to the number of visitors and contractors on site during the building works.</p> <p>Children across the school have regularly alerted staff when they have been unsure about visitors. Children report that they are confident that staff listen to their concerns and act appropriately.</p>	All staff
<b>4</b>	<b>Early Years</b>	<b>Answer Y/ N</b>	<b>Actions</b>	<b>By</b>
4.1	Is the outside play area secure?	Y	The area has a secure perimeter fence and the gate is managed as stated above. Entry and exit times are the times of most risk- these are managed as stated above.	EY staff KM KS
4.2	Is play equipment checked every day to ensure it meets standards?	Y	Daily checks and separate risk assessments are in place	EY staff KM KS
4.3	Are there any sharp edges or objects that children could touch?	N	See EY risk assessments.	EY staff KM KS

5	Breakfast and after school clubs	Answer Y / N	Actions	By
5.1	Can pupils that attend clubs, after or before school, able to exit the school during this time?	N	Children enter Breakfast Club via the main entrance. They are checked in by a member of the Office Team. The 3 members of staff escort children to EY, KS1 and KS2 respectively at the start of school. All after school clubs gather in the dining room at the end of the day. Tea Time Club register children in the dining room before escorting them to the Standalone Building.	Office Staff in charge of clubs
5.2	What are the arrangements for dropping off and picking up from clubs? Can anyone walk into the building or the grounds during this time? Is there a risk assessment in place?	Y	Children are picked up from Tea Time Club via the secure doors on the Standalone Building. Staff check children out. There are always at least 2 members of staff on duty for their safety and security. Children attending after school clubs are brought to the main entrance and checked out to parents by the staff or outside providers running the clubs. Parents do not enter the building while their children are attending clubs unless there is a particular event for parents.	Tea Time Club staff. Staff in charge of clubs.
6	Role of the Site Manager and Caretaker and staff training	Answer Y / N	Actions	By
6.1	Do your Site Manager and Caretaker do a regular ground sweep of the perimeter and does this include checking the condition of playground equipment to ensure it meets standards?  If no, please explain and identify any action(s) required.	Y	Separate risk assessments are in place.  Playground equipment is also checked by outside providers – see further risk assessments. <ul style="list-style-type: none"> <li>The 'Pirate Ship' on the KS1 play area</li> </ul>	CC KM KS

			has particular supervision arrangements during the school day. It poses a particular risk if young children are allowed access to this area unsupervised.	
6.2	<p>Are there clear systems in place for broken equipment to be reported?</p> <p>If no, please explain and identify any action(s) required.</p>	Y	<p>Regular checks by the Site Manager and Caretaker.</p> <p>Staff use the internal system for reporting broken equipment.</p> <p>Head teacher signs off when work is completed.</p>	<p>KM</p> <p>KS</p> <p>Staff</p> <p>CC</p>
6.3	<p>Are your toilets in good condition?</p> <p>If no, please explain and identify any action(s) required.</p>	Y	<p>The building has recently been re-furbished. The Site Manager and Caretaker complete daily checks and the Site Manager liaises with the cleaning company over cleaning standards.</p> <p>The Staff toilets are located near to the main entrance behind a row of lockers. They are therefore out of sight to the Office Staff.</p> <p>Children use one of the toilets in this block (disabled toilet). Visitors using these toilets pose a significant risk to children. Parents are therefore politely directed to the toilet in the Children's Centre when they request to use a toilet – this is often met with hostility.</p>	<p>KM</p> <p>KS</p> <p>SLT</p> <p>Office</p>
6.4	<p>Has your Site Manager and Caretaker and /or others in the school, had 'ladder training'? Do you ensure that only those trained carry out work beyond normal reach?</p>	Y	<p>The Site Manager and Caretaker are trained and the Site Manager has trained the staff.</p> <p>There are short step ladders provided in various named locations around the school for staff to use. Staff make requests to the Site Manager if they need to access an area</p>	<p>KM</p> <p>KS</p> <p>Staff</p>

			beyond normal reach.	
6.5	Has your Site Manager and Caretaker had hazardous materials training? How long ago was this training and is a re-fresher required?	Y	See Site Manager's training log and risk assessments – also checked annually in the Health and Safety Audit with governors.	KM KS
6.6	When did your Site Manager and Caretaker last have Health and Safety training?		Training for the Site Manager, Caretaker and SLT took place in November 2015. The Site Manager has been in regular contact with the Health and Safety team at Herts County Council during the building works. <b>James Ottery (HCC) has visited the site regularly and advised the school on entry and exit procedures and fire evacuation procedures.</b>	KM KS SLT  HCC
6.7	When was the last whole school Health and Safety training?		November 2015. Regular updates have been delivered to staff as changes of procedure have had to be implemented during the building works. All staff have access to the Health and Safety Policy (provided to new staff during induction).	
<b>7</b>	<b>Vehicles on the school premises</b>	<b>Answer Y / N</b>	<b>Actions</b>	<b>By</b>
7.1	Do vehicles, parked in your car park, leave or arrive at the same time as your children? Are children likely to be in the way of vehicles entering and exiting the premises?  If yes, is there a risk assessment in place? Is it regularly	Y	Herts County Council and Hertsmere Borough Council direct that the school drive through (from Mead Way to Bushey Mill Lane) is open at all times when the school is open.	Governors SLT KM

	<p>reviewed?</p> <p>If no, please explain and identify any action(s) required.</p>	<p>This poses a significant risk to children. The pedestrian walkway is on the opposite side of the drive through to the school which means that pedestrians are forced to cross in front of traffic. The school was built by Herts County Council with no safety measures for this exit.</p> <p>The Early Years gate opens directly onto the drive through parking spaces. The drive through was closed during the building works and during that time the school has attempted to mitigate the risks posed by the drive through by adding double yellow lines, marked bays and 5mph signs. Parents and carers have been reminded that they should not park on the double yellow lines and only in marked bays.</p> <ul style="list-style-type: none"> <li>• Historically there have been some very challenging encounters between staff and parents and between parents in this area. These have included threats of physical violence and inappropriate language in front of children. Should this happen now that the drive through is open again the police will be called.</li> <li>• Governors are reviewing the Parent and Carer Code of Conduct which will be put on the website and provided to parents once the review is complete. Currently we are working with the</li> </ul>	<p>KS</p>
--	--	---	-----------

			Code written in 2015.	
7.2	<p>Are staff or visitors that leave at dismissal time, and wish to park in this area, directed to park off site or leave later?</p> <p>If no, please explain and identify any action(s) required.</p>	N	<p>There is a separate Staff Car Park and staff are reminded to follow the speed limit. Staff leave earlier or later whenever possible – cover is provided for classes where staff need to leave at dismissal time in order to allow them to leave earlier as the congestion and anti-social parking on Mead Way makes it difficult to ensure that after school appointments can be reached on time.</p>	